

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Maintenance Technician
-------------------	-------------------------------

Department: REM
Pay Grade: 5
FLSA Status: Non-Exempt

JOB SUMMARY

This position is responsible for providing maintenance and repair services at assigned BCHA multi-family/affordable housing properties including internal unit repairs, external property repairs, common area maintenance, and preventive maintenance functions.

ESSENTIAL JOB FUNCTIONS:

- Performs all maintenance operations and general upkeep of the BCHA assigned properties in accordance with code requirements, HUD regulations, and BCHA standards for safety, security, and performance. Report perceived problem areas for future repair and improvement.
- Adheres to all performance standards which include, but are not limited to, unit turnaround time, emergency work orders, routine work orders, Uniform Physical Condition Standards (UPCS) work orders, work quality, work area maintenance and inventory control.
- Completes the renovation of vacated units including, but not limited to, preparation of all unit surfaces, cleaning, painting, and repair of appliances, damage to walls and baseboards, and other items necessary for rental preparation.
- Maintains property grounds which includes, but is not limited to, irrigation systems, removal of excess rubbish/trash, walls and fencing, and curb appeal (removal of graffiti and anything that would detract from the positive impression of a passerby).
- Maintains, repairs, and renovates plumbing which includes sewer lines, manholes, clean-out plugs, faucets, toilets, water heaters, water lines and shut-off valves.
- Troubleshoots elevator issues, property lighting and exit signs while also providing emergency door servicing and repairs.
- Inspects and maintains generator logs, solar panels, controllers, and water heaters for proper operation.
- Repairs or replaces minor electrical essentials including, but not limited to, receptacles, plugs, fuses, toggle switches, and breakers.
- Establishes and maintains positive relations with coworkers, residents, and vendors by providing supportive, timely, courteous and quality customer support.
- Assists in coordinating all capital improvement projects with residents, property managements, vendors, and other BCHA staff.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

High School diploma or equivalent, and two (2) years of related experience in maintenance, electrical, HVAC, plumbing, masonry, drywall, and/or general repairs; or equivalent training, education, and/or experience.

LICENSES OR CERTIFICATIONS:

Valid Florida Driver’s License and reliable transportation are required.

Knowledge, Skills and Abilities:

- Knowledge of all phases of maintenance and building equipment, tools, and materials.
- Knowledge of the use of personal computers and Microsoft Outlook.
- Skills in data entry necessary to complete work orders in proprietary software system.
- Skills in written and oral communication.
- Ability to prioritize assignments, to determine urgency and importance, and manage time effectively.
- Ability to work well with minimal supervision.
- Ability to maintain positive working relationships with a diverse group of residents, vendors, coworkers and the general public.

PHYSICAL DEMANDS:

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The work also involves regular sitting, using hands and finger, handle, or feel objects, tools or controls; regular standing, walking; reaching with hands and arms; climbing stairs; balancing; stooping, kneeling, crouching or crawling; talking or hearing. Work requires close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate to noisy.

WORK ENVIRONMENT:

Work is typically performed in an outdoor environment.

Broward County Housing Authority has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date