

Carver County CDA Maintenance Technician I Job Description

EMPLOYEE NAME:
STATUS: Non-Exempt
DEPARTMENT: Properties

SUPERVISOR: Maintenance Manager
SALARY GRADE: 9
DATE: 2022

SUMMARY: SUMMARY: Responsible for the maintenance and repair and upkeep of Carver County CDA owned rental housing units, as a part of an on-site property management team. Areas of responsibility include, but are not limited to, structural, mechanical, plumbing, heating, ventilation, and air conditioning (HVAC) and electrical systems, carpentry, and lock repair. Maintenance technicians also assist at other CDA owner properties, coordinating that with their Property Site Manager under the direction of the Director of Housing.

Supervision Exercised: None

Supervision Received: Work under the supervision of the Maintenance Manager and obtain work direction from Director of Property Management.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Other duties may be assigned.

Perform general maintenance work on CDA owned properties including:

- Carpentry
- Heating and cooling systems including boiler operations per applicable code requirements (state/city)
- Basic plumbing and electric repair
- Appliance installation and repair
- Sheetrock and wall repair

Processing in a timely manner work order requests:

- Determine the best approach to fixing problem and take necessary action.
- Determine if work orders are covered under warranty, if so, contact appropriate vendor.
- Determine whether a repair requires the use of a licensed contractor.
- Notify Site Manager to schedule appointment with tenant to complete work order.
- Maintain and execute appropriate file documentation of completed repair in YARDI.

Assist in the preparation of unit turns:

- Complete move out inspection and change locks as necessary
- Complete repairs according to established Housing Quality Standards (HQS), local building codes and OSHA requirements
- Determine any tenant charge backs
- Document any repairs and replacements

Perform emergency maintenance work:

Ensure availability to CDA staff for scheduled after hours on-call emergencies

- Determine best approach to fixing the problem given surrounding circumstances (time of day/night, temporary fix and follow up next day, assistance needed to make repair, contractor needed, etc.)
- Perform required maintenance repairs ensuring at a minimum, complete correction of all immediate health and/or safety hazards.
- Follow up with appropriate Site Manager the next business day on all emergency maintenance situations responded to after hours.
- Determine any tenant charge backs
- Document any repairs and replacements

Additional General Duties:

- Perform routine ground maintenance including removal of trash and debris
- Lawn care and landscaping as needed in conjunction with vendor
- Snow removal less than 2 inches and ice (salt/sand) on sidewalks and parking lots
- Assist site manager in requisitioning and purchasing of supplies.
- Minor painting as necessary

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE: High School competencies or equivalent, and two to three years of related work experience or one year skilled building maintenance.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid driver's license and good driving record and access to reliable transportation. Ability to obtain an "Engineer's License-Second Class Grade C" boilers license. Ability to obtain, if necessary, a "Refrigerant Transition and Recovery Certification Type II".

LANGUAGE SKILLS: Ability to read, analyze, and interpret common housing documents to include site blue prints, ability to communicate orally and in writing with staff, tenants, and the public, ability to respond to common inquiries or complaints from tenants.

OTHER SKILLS and ABILITIES: Knowledge of single and multi-family residential maintenance and repair methods, tool, and materials. Ability to complete quality maintenance repairs within established timeframes at properties. Ability to work as a member of an on-site team and work cooperatively with Property Site Manager and Caretaking staff.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; and squat, kneel, crouch or crawl.

Ability to work on ladders, roofs, in mechanical rooms, basements, attics, and other adverse areas. Ability

to lift, push, pull, carry and use tools equipment, appliances etc as necessary to inspect, repair, replace and install.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to distinguish primary colors and the ability to adjust focus.

This position requires heavy physical labor including the ability to use tools, the ability to make mechanical repairs, and lift up to 75 pounds.

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EQUAL OPPORTUNITY EMPLOYER

