



## Housing Authority of the City of Columbia, Missouri

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201 Switzler Street, Columbia MO 65203

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### **MAINTENANCE II**

**Department/Division:** Maintenance

**Reports To:** Director of Facilities and Modernization

**Starting Salary:** \$17.00 - \$24.00/hr (Annual \$35,360 - \$49,920), plus excellent fringe benefits

**Pay Range:** C

**Summary of Position:** The main responsibilities are grounds work and curb appeal. We have a contracted company who upkeeps mowing, trimming. This position is responsible for snow removal, tree removal, trash pickup and various other duties in curb appeal. Responsible for the proper and timely completion of a wide range of routine maintenance-related tasks. This position is paid at Wage Range C. This is a classification for Master certification skills in one or more of the trades' classifications, but responsibilities would include the performance of a wide range of maintenance-related tasks outside the primary area of assignment or certification. This position requires advanced skills or certification and performs unit restoration. This is a classification for journeyman level skills in the maintenance of building surfaces and equipment. This position will be involved with considerable tenant contact because of the source of many work orders. Duties include those requiring performance of semi-skilled activities such as appliance repair, carpentry repair, electrical repair, mechanical repair, painting, plumbing repair, grounds care, etc. After a training period will be put on the "On-Call" rotation schedule. The Building Maintenance II is to dress appropriately for the weather. Valid, current drivers license is required.

### **Major Duties and Responsibilities Include:**

Must practice safety precautions and be safety conscious at all times

Performs required planned and corrective (repair) maintenance to building surfaces, fixtures, systems, and equipment, in coordination with other maintenance staff

Performs planned equipment maintenance tasks such as checking for proper equipment operation, lubricating bearings, changing air filters, and changing heat exchanger and condenser coils

Performs electrical and plumbing systems planned maintenance tasks such as inspecting plumbing fixtures for leaks and repairs, checking drain lines to ensure they are free of obstruction, checking appliances for proper operation, testing light switches and electrical outlets, and conducting ground fault detection tests

Performs specific grounds care tasks in accordance with established procedures. These tasks include, but are not limited to, mowing, trimming, edging, pruning, fertilizing, watering and reseeding; applying fungicides, herbicides, insecticides, and sterilants; sweeping walks and drives; patching parking lots and drives; repairing signs; removing snow, spreading sand and/or ice-melt, etc.

### **Major Duties and Responsibilities cont'd:**

Makes grounds care decisions such as cutting height, pruning, plant spacing, fertilizing, and applying insecticides.

Operates and maintains powered grounds care equipment such as tractor mowers, riding mowers, push mowers, edgers, trimmers, vacuums, blowers, sprayers, spreaders, and chain saws

Uses and maintains non-powered grounds care equipment such as shovels, axes, slings, hoes, wheelbarrows, saws, trimmers, and hedge clippers, trash pickup sticks, trash sacks and trash containers

Performs such mechanical tasks as repairing and/or replacing space temperature and HVAC equipment controls

Performs such carpentry work as hanging doors and installing windows, replacing/repairing door and window hardware, reglazing, windows, installing and/or repairing cabinets and handrails; repairing roofs, gutters and downspouts; replacing floor tiles and repairing carpet; and patching plaster walls and ceilings

Performs such masonry work as patching cracked concrete, replacing broken masonry brick and ceramic tiles, re-grouting ceramic tile and sealing concrete and exterior brick walls

Performs such plastering and sheetrock repair as mixing plaster and drywall mud, removing old plaster and lathe; installing lathe, ground coat and white coat; installing and repairing drywall; bends and feathers edges to match surrounding surfaces

Performs such plumbing tasks as repairing faucet washers, seats, stems, spigots and hardware; resetting commodes, tubs, and sinks; repairing water leaks, replacing and/or repairing flush valves or flush tank hardware; and clearing clogged drains and soil lines

Performs such painting tasks as preparing surfaces for painting by patching plaster holes, sanding, scraping, or masking; painting with brushes, rollers or sprayers; performing touch-up painting after work in an area; spot painting metal surfaces for corrosion control, etc.

Performs miscellaneous maintenance related tasks for a variety of situations as directed by the Maintenance Supervisor such as servicing and/or repairing cleaning equipment; servicing and/or repairing vehicles; and repairing work tools and equipment

Performs repairs on appliances such as ranges, refrigerators, and air conditioning

Performs necessary manual labor to keep CHA property in a decent, safe, and sanitary condition

Performs necessary floor care and maintenance

Facilitates compliance with PHAS standards for physical inspections by coordinating the completion of related work orders with other maintenance staff

Prepares vacant units for occupancy by way of washing walls, stripping, and buffing floors, cleaning appliances, cleaning windows and other duties as instructed by the Maintenance Mechanic.

Troubleshoots maintenance problems using visual and appropriate testing equipment

Provides assistance to other employees as necessary

**Major Duties and Responsibilities cont'd:**

Utilizes a wide range of powered and non-powered hand tools such as drills, sanders, sewage line cleaners, saws, hammers, pillars, screwdrivers, wrenches, oilers and volt-ohm-amp meters

Reports immediately to Maintenance Mechanic or designee any items requiring maintenance as well as any unusual or unsafe conditions

Operates and makes all installations and repairs in accordance with local, state, and national codes

Participates in off-shift and weekend emergency maintenance coverage as scheduled in on-call rotation

Based on specific job responsibilities may be required to respond to emergency situations after hours and on weekends (i.e. snow removal)

Performs other duties as directed by the Maintenance Mechanic

**Required Knowledge, Skills, and Abilities:**

Ability to work independently on the rehabilitation of units or resolution of work orders

Ability to install electrical appliances

Ability to individually restore living units to UPCS standards. Knowledge of the principles, practices, tools, and materials used in two or more building trades, (i.e. carpentry, plumbing, painting, masonry, heating/cooling or electrical trades)

Knowledge of grounds care and maintenance

Skilled in the use and care of common hand tools required in building and equipment maintenance and construction work

Ability to perform maintenance and repairs in two or more trades

Ability to follow oral and written instructions

Ability to perform tasks requiring lifting and/or moving up to 50 pounds

Ability to establish effective working relationships with CHA employees and the ability to meet and deal tactfully and courteously with the public.

**Education and Experience:**

High school diploma or its equivalent

Electrical, plumbing, and mechanical experience preferred. Licensure a plus.

Five or more years' proven experience as a certified Journeyman craftsman in one or more of the above-referenced building trades is required; a master certification in one or more of the building trades is preferred.

**Education and Experience cont'd:**

An equivalent combination of technical training and experience similar in nature to a Journeyman craftsman may be substituted. This level of training and/or experience should be gained through accreditation or graduation from a trade or vocational technical school/institute with coursework in one of the above-referenced building trades.

**Special Requirements:**

**Must have a valid State of Missouri vehicle operator's license**

Must have or be capable of obtaining a valid State of Missouri commercial vehicle operator's license

Must be bondable and insurable

Must be able to read and write competently

Must pass a pre-employment drug screen

Must be able to communicate and understand instructions of job duties and able to effectively communicate with residents

Must pass a background check

Must be willing to travel overnight for a minimum of 15 days annually for training or attendance at conferences/workshops

Must be able to obtain and maintain a bank account for direct deposit of payroll as mandated by the Board of Commissioners

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Employee Signature

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Date