



Housing Authority of the City of Columbia, Missouri

Human Resources

201 Switzler Street, Columbia MO 65203

Office: (573) 443-2556 ♦ Fax: (573) 443-0051 ♦ TTY: (800) 735-2966 ♦ www.ColumbiaHA.com

MAINTENANCE I

Department/Division: Maintenance

Starting Salary Range: \$16.00 - \$22.00 per hour (\$33,280 - \$45,760 annually)
Salary based on experience and/or training, plus benefit package

Starting Date: Immediately

Position Summary: Performs maintenance, grounds care, unit restoration and custodial duties as assigned. Performs maintenance operations including unit rehabilitation, system inspections, work order resolution, asset preservation and HVAC repairs. An incumbent is expected to have knowledge of manual skills in repairing such items as plumbing and heating valves and pipes, electrical switches, stoves, and refrigerators, windows, doors, and other wood materials, mechanical equipment (e.g., snow blowers, power mowers, hedge clippers), and in carrying out a full set of maintenance duties, may be required to work under hazardous and adverse conditions such as sleet, snow, heat, cold, dust and dirt. Duties include, but are not limited to: mowing with push-type and riding mowers, edging, trimming, raking and debris pick-up, re-seeding, fertilizing, installing and repairing curbing, pavement and sidewalks, performing lesser repairs, cleaning out vacant units, painting, patching, laying tile, cleaning appliances, performing semi-skilled activities such as appliance repair, carpentry repair, electrical repair, mechanical repair, painting, plumbing repair, cleaning offices and common area in project offices, providing labor support to other maintenance workers and any other tasks as assigned. Building Maintenance I is to dress appropriately for the weather.

Partial Listing of Minimum Qualifications: High School diploma or its equivalent. Combined experience totaling two years in two or more skilled trade areas involving building and equipment maintenance work or equivalent combinations of technical training and experience to meet the required knowledge, skills and abilities. Must have a valid Missouri vehicle operator's license and 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 be willing to travel overnight for a minimum of 15 days annually for training or attendance at conferences / workshops. Must pass a pre-employment drug screen and background check. Must be able to obtain and maintain a bank account for direct deposit of payroll as mandated by the Board of Commissioners.

A copy of the complete position description is attached.

Please see CHA's front desk for an employment application.

For accommodation to apply, please call (573) 443-2556 x1120 --

TTY users call (573) 875-5161

***The Housing Authority of the city of Columbia, Missouri
is an equal opportunity employer.***



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POSITION DESCRIPTION

MAINTENANCE I

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Major Duties and Responsibilities Include:

Must practice safety precautions and be safety conscious at all times. Completes and submits proper documentation regarding employee safety incidents and injuries immediately upon learning of said incident or injury.

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 re-seeding; applying fungicides, herbicides, insecticides and sterilants under supervision; sweeping walks and drives; patching parking lots and drives; repairing signs; removing snow, spreading sand and/or ice-melt, etc.

Exercises judgment regarding grounds care such as cutting height, pruning, plant spacing, etc.

Operates and maintains powered ground 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.



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

Transports trash and debris to landfill if necessary using a predetermined route of travel

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

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 or repairing door and window hardware, re-glazing 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

Repairs plumbing fixtures and pipes such as toilets, sinks, drains, valves, and controls

Digs ditches and holes to uncover leaks, and, once found, repairs leaks to pipes and valves

Repairs burner controls and switches, and rewires electric ranges, and performs minor electrical work on refrigerators

Repairs or replaces electrical switches, outlets, lighting fixtures, circuit breakers, fuses, et al.

Repairs windows, doors, door frames, locks, mailboxes

Repairs alarm systems, including controls

Repairs mechanical equipment, such as snow blowers, power mowers, hedge clippers, and other pieces generally used by the maintenance force

Checks condition of boiler rooms, blows down boilers, and makes repairs to oil pumps and valves; generally maintains condition of boiler room in satisfactory condition

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



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Performs such painting tasks as preparing surfaces for painting by patching plaster holes, sanding, scraping or masking; painting using 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 Mechanic such as servicing and/or repairing cleaning equipment; servicing and/or repairing vehicles; and repairing work tools and equipment

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

Performs necessary floor maintenance and care

Provides assistance to other employees as necessary

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

Performs other related duties of the class, as required

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

Ability to read and interpret blueprints, building specifications and HVAC operation and maintenance

Considerable knowledge of maintenance, grounds keeping and cleaning equipment, materials, supplies, methods and procedures

Must have working knowledge of maintenance software systems

Skill in planning and coordination of work objectives, procedures, and standards of performance and in delegating responsibility and authority

Must be able to communicate well, both orally and in writing, with Authority staff, residents, contractors and the general public

Performs minor maintenance tasks such as repairing washers; unstopping sinks, tubs and commodes; repairing commodes and drain pipes; replacing ceiling or wall receptacles, light switches or blown fuses; paint surfaces cabinets, equipment; etc.

Assists Building Maintenance II with general labor duties in the installation and repair of gas, sewer and water lines, the installation or repair of plumbing fixtures or other similar activities

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 Building Superintendent or designee.



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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

Ability to perform complicated building maintenance tasks of varying difficulty independently

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 one or more trades

Other duties as assigned

Required Knowledge, Skills and Abilities:

Knowledge of cleaning materials, equipment and methods commonly employed in the custodial care and cleaning of buildings, facilities and equipment

Knowledge of the principles, practices, tools and materials used in one or more building trades, (i.e. carpentry, plumbing, painting, masonry, heating/cooling or electrical trades)

Ability to perform maintenance and repairs in one or more trades

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

Ability to install electrical appliances

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

Ability to restore living units to UPCS Standards on an individual basis

Knowledge of grounds' care and maintenance

Ability to communicate effectively and follow oral and written instructions

Ability to perform tasks requiring moderately heavy manual work

Ability to lift or move up to 50 pounds

Ability to establish effective working relationships with Authority employees and residents

Ability to meet and deal tactfully and courteously with the public

Able to use computers to track information, generate forms, manage maintenance department and communicate with coworkers



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Able to learn to use HMS software within six months of starting position

Knowledge of occupational hazards and safety measures

Ability to work in hazardous and adverse conditions, such as sleet, snow, heat, cold, dust and dirt, as well as cramped quarters and high places

Education and Experience:

High School diploma or its equivalent.

Combined experience totaling two years in two or more skilled trade areas involving building and equipment maintenance work or equivalent combinations of technical training and experience to meet the required knowledge, skills and abilities

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 communicate, read, and write competently

Must pass a pre-employment drug screen and 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

Applicant Signature

Date