

Housing Authority of the County of Tulare

Job Description

Job title: JOURNEY PERSON

Work Location: One or more of the agency office locations located in Tulare County

Department: MAINTENANCE

Reports to: AREA MANAGER/MAINTENANCE PROGRAM DIRECTOR

☒ **Full-time**
☐ **Part-time**

☐ **Exempt**
☒ **Nonexempt**

DEFINITION:

Under direction to perform journey-level maintenance and repairs and to plan, direct and supervise the operation, maintenance and repair of the Housing Authority's buildings and grounds in the various locations throughout the county, and perform other work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, supervises, and performs the work involved in the operation, maintenance and repair of the heating, plumbing, electrical, ventilation, air conditioning and other similar systems used in the Housing Authority's buildings.
- Makes general inspections and does follow-up on the progress of work performed.
- Inspects equipment and facilities to determine condition and need for repairs.
- Estimates future equipment and materials needs.
- Keeps records of equipment and operating data.
- Prepares reports.
- Supervises the issuance and distribution of the department's stores, materials, supplies and equipment.
- Periodically reviews all requisitions for supplies, materials and equipment used in the maintenance, repair and custodial work on Housing Authority owned buildings and equipment.
- Supervises the activities of maintenance repair shops.
- Supervises skilled craftsmen, janitors, grounds persons and maintenance persons.
- Supervises the maintenance of grounds surrounding the Housing Authority's buildings.
- Assists the Area Manager in performing inspections, meeting with vendors and or public personnel as needed.

MARGINAL FUNCTIONS: Performs related work as required or delegated.

EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS:

- High School education or GED equivalent.
- Preferably two years of vocational education in related technical study in construction methods or mechanical- or electric-repair methods.
- Three years of experience in the maintenance and operation of large buildings, or in the maintenance, operation or repair of heating, ventilating, air conditioning, refrigeration or other similar mechanical or power systems, including or supplemented by one year of administrative or supervisory experience.

KNOWLEDGE OF:

- Methods and equipment used in custodial work.
- Equipment, practices and materials used in carpentry, plumbing, electrical and other building-trade work.
- Methods, materials and equipment used in lawn, shrub, tree planting and maintenance.

- Operation and maintenance of low- and high-pressure heating systems, and of refrigeration, ventilating and air-conditioning systems.
- Safe-working practices and building safety regulations.
- Principles of personnel management and supervision.

SKILLS TO:

- Organize and direct work involved in the maintenance and operation of public buildings.
- Determine the need for maintenance work and schedule the work to consistently maintain and keep buildings in good repair.
- Read and interpret working building plans.
- Keep records and prepare reports.
- Work cooperatively with Housing Authority officials and supervise the work of assigned employees.

DESIRABLE QUALIFICATIONS:

- Computer literate in MS Office software.

PHYSICAL CHARACTERISTICS:

- Manual dexterity of hands and wrists to use tools, operate power equipment, fill out reports, work orders, etc.
- Mobility to move around construction sites, area projects and housing units.
- Agility to climb up and down ladders, work on rooftops, use ladder truck for tree pruning, move appliances, etc.
- Flexibility and strength to bend, reach, stoop and lift up to 100 pounds on a continuing basis.
- Good verbal and hearing skills to be able to understand and give instructions and communicate with other employees and the public.
- Good eyesight to be able to perform all the above and other duties in a safe manner.
- Ability to operate a motor vehicle and heavy equipment, as necessary.
- Must have ability to cope with stressful circumstances and to cordially interact with co-workers to accomplish common tasks.
- Must be able to tolerate working in heat and cold weather conditions.
- Regular attendance required.

LICENSES/CERTIFICATES:

A valid California driver's license and acceptable DMV record.

Adopted: 2/2024