

Housing Authority of the County of Tulare

Job Description

Job title: MAINTENANCE PERSON II

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 semi-skilled maintenance and repair of buildings and equipment of the Housing Authority structures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- General maintenance of rental units, including cleaning and painting.
- Operate power and hand tools.
- May be required to do semi-skilled repair work on rental units, such as minor plumbing and carpentry.
- Operate and repair power machinery.
- Keep all equipment in good repair.
- Maintain grounds, including mowing, spraying, fertilizing and chemical weed control.

MARGINAL FUNCTIONS: Performs related work as required or delegated.

EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS:

- High School education or GED equivalent.
- Three years of experience in maintenance, repair and grounds-keeping work.

KNOWLEDGE OF:

- Procedures, equipment and supplies used in the maintenance and repair of buildings and grounds, and the basic laws affecting the construction and repair of buildings.

SKILLS TO:

- Follow supervisor's instructions.
- Complete all job assignments in a timely and safe manner.

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.
- Ability to complete reports, work orders, etc.
- Good verbal and hearing skills. Able to understand, 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.

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| <ul style="list-style-type: none">• Ability to cope with stressful circumstances and to cordially interact with co-workers to accomplish common tasks.• Ability 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 |