

Housing Authority of the County of Tulare

Job Description

Job title: MAINTENANCE PERSON III

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 complete work tasks at a skilled level in the maintenance of grounds, buildings, equipment and appurtenances on Housing Authority property.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assures completion of daily work orders, as assigned by supervisor, and inspects completed assignments.
- Maintains and repairs Housing Authority buildings, such as electrical systems, broken windows and screens, plumbing systems, heating and air-conditioning systems, water heaters, gas ranges, garbage disposals and appliances.
- Repairs and changes door locks, making keys with a key machine, as necessary.
- Patches, paints and resurfaces interior and exterior walls and ceilings.
- Patches and paints trim and doors.
- Operates and maintains saws, sanders and a variety of other hand tools safely and skillfully.
- Maintains proper care of all assigned automotive and power-driven equipment.
- Makes recommendations to supervisor for improvements in maintenance standards.
- Performs regular inspections of buildings and grounds on all projects.
- 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.
- Five years of experience in maintenance, repair or construction work.
- One year's supervisory experience.
- Special training may provide an equivalency.

KNOWLEDGE OF:

- Procedures, equipment and supplies used in the maintenance and repair of buildings and grounds.
- 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.
- 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