



## JOB DESCRIPTION

**Job Title:** Maintenance Tech I

**Supervisor:** Maintenance Supervisor

### **Job Statement:**

Maintenance Technician I, under the direction of the Maintenance Supervisor/Lead Maintenance, is to perform with a high degree of skill the maintenance and repair of the equipment, administrative office, residential buildings, and structures possessed by the Authority and Affiliate. Possessing multiple trade skills and the ability to lead lower-level maintenance staff are necessary elements. Work will vary in level of difficulty. The ability to complete work orders timely and accurately is essential in accomplishing success in this position.

### **Job Description:**

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. **Other related duties may be assigned.**

- Performs daily walk-through of properties to identify needs.
- Performs preventive maintenance as scheduled.
- Makes general repairs to the interior/exterior of buildings and facilities.
- Applies a high degree of skill in plumbing, carpentry, electrical, and HVAC minor repair.
- Assesses types of repairs and adjustments to applicable appliances and equipment (e.g., stoves, refrigerators, gas and electric stoves, water heaters, electric motors, smoke detectors, A/Cs, power tools and test equipment) and reviews existing warranties for proper utilization.
- Makes recommendation for replacement of appliances and equipment based on working condition, age of equipment, cost benefit of repair versus new purchase and health and safety concerns involved with aged appliances and equipment.
- Repairs or replaces plumbing fixtures and fittings (e.g., leaky faucets, clogged drains and sewer lines, damaged toilets, sinks, and water cutoffs.)
- Repairs or replaces bathroom and kitchen fixtures.
- Repairs, or replaces wiring and mechanical parts for electrical systems, devices and appliances both commercial and residential.
- Maintains and repairs maintenance equipment.
- Performs minor welding or soldering when required.
- Maintains fleet vehicles.
- Performs assigned duties related to making a unit ready for occupancy.
- Makes repairs pursuant to Uniform Physical Conditions Standards (UPCS).
- Responds to emergency calls after hours and weekends on a rotating standby and backup basis.

- On assigned unit work orders, documents tasks assigned, and material and supplies used to perform task.
- Handles emergency work orders as priority.
- Demonstrates professionalism and courtesy when dealing with tenants.
- Locks and unlocks building when assigned.
- Must attend trainings as required.
- Performs other duties as assigned.

**Knowledge and Abilities:**

Must possess required knowledge, skills, abilities, and experience and able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- High level of knowledge of techniques, methods, materials, and equipment used in plumbing, carpentry, electrical repairs; and in the repair of household appliances, and heating/cooling systems.
- Highly skilled at multiple maintenance trades.
- Ability to understand and apply UPCS.
- Skill in the use of various hand tools, power tools and test equipment.
- Ability to work in adverse weather conditions.
- Physical ability to lift heavy items weighing up to 50 pounds.
- Physical ability to climb stairs while lifting.
- Ability to carry out oral and/or written instructions.
- Ability to work with minimal supervision and complete tasks timely.
- Ability to communicate clearly in writing.
- Ability to communicate in English and Spanish, verbally and in writing
- Ability to interact in a courteous manner.

**Minimum Qualifications:**

1. High school education or GED.
2. Five years of experience in a maintenance environment.
3. Basic computer knowledge: the ability to work with MS Word, Power Point and Excel programs.
4. Valid driver's license.
5. Must be Bondable
6. Eligible for coverage under MCAHA fleet auto insurance.

**Supervision Received and Given**

The employee receives instructions from the Facilities Manager. Generally, methods of accomplishing assignments are the discretion of the employee within established procedures and repair manual guides unless Manager instructs otherwise. Deadlines and priorities are generally set by the Manager and the employee's progress is monitored regularly. The employee's work is reviewed generally for quality and completeness.

The employee may be required to act as a lead to other lower-level maintenance staff when assigned to specific task. However, the employee has no supervisory responsibilities.

## **Guidelines**

The employee follows established maintenance procedures, practices, and service manuals in performing assigned tasks. All should adhere to the Uniform Physical Condition Standards (UPSC) as laid out by HUD. If a situation arises that is not covered by guidelines, the employee consults the Supervisor for guidance.

## **Scope and Effect**

The employee's work primarily affects the residents of the housing developments. It also impacts the "turn around" time of vacant units to accomplish month-end 100% occupancy goals. Through successful accomplishment of maintenance tasks, the Authority can successfully occupy all available units while continuing to provide decent, safe and sanitary housing.

## **Personal Contacts**

Personal contacts are with all staff, resident families, and vendors/contractors. The purpose of such contacts is to deliver and receive information so that each work order, purchase order and tenant notices can be processed accurately and timely.

## **Physical Demands**

The employee must operate hand tools, power tools, and various other types of equipment. Normal physical activity can be strenuous and may involve prolonged standing, walking, reaching, bending, crouching, stooping, and lying prone. The employee must use arm strength to manipulate hand tools such as saws, sanders and jointers. The employee must occasionally push, pull, and/or lift objects up to and over 25 pounds. Work requires physical strength, mobility, spatial perception, and a combination of finger and manual dexterity

## **Work Environment**

The employee works mostly indoors and occasionally outdoors and may be exposed to weather extremes. The employee maybe subjected to electrical shock hazards, dangerous heights, dangerous chemicals (e.g., cleaning solutions, solvents, insecticides) and skin irritants. The employee may be required to use goggles, gloves, safety boots, masks, lumbar support belt, and other safety equipment.

A criminal background and drug screen must be completed before hire. An official MCAHA Employment Application must be completed, and a resume submitted. MCAHA is an equal opportunity employer and adheres to Section 504 of the Rehabilitation Act of 1973 by providing equal access to services, programs, and activities for qualified individuals with disabilities.

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**Starting Salary is based on experience. \$11-\$13**

**Position is open until filled.**

Interested applicants must complete an official agency available on the website

[www.mcallenha.org](http://www.mcallenha.org)

Original application copies can be emailed, mailed or dropped off at McAllen Housing Authority main office located at:

**Attn: HR Dept.**

**1200 N. 25<sup>th</sup> St.**

**McAllen, TX 78501**

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