



JOB DESCRIPTION

Job Title: Maintenance Aide

Supervisor: Maintenance Supervisor

Job Statement:

The duty of the Maintenance Aide is to perform a broad range of maintenance and repair tasks to the administrative office, residential buildings and structures, and grounds possessed by the Authority and Affiliate. The ability to complete assigned tasks 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 grounds to identify needs.
- Performs minor plumbing repairs.
- Repairs or replaces damaged or worn floor tiles.
- Performs minor electrical tasks.
- Performs minor repairs on appliances and equipment.
- Assists in carpentry repair to damaged walls, roofs, woodwork, windows, doors, fences, gates, etc.
- Assists in cleaning and repair of unit during the make-ready process.
- Assists in the routine servicing, maintenance, and repair of equipment.
- 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 and non-emergency work orders as assigned by Supervisor.
- 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:

- Good knowledge of techniques, methods, materials, and equipment used in plumbing, carpentry, electrical repairs; and in the repair of household appliances, and heating/ cooling systems.
- 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.
- Ability to interact in a courteous manner.
- Bondable
- Valid Texas driver's license.
- Eligibility for coverage under PHA fleet auto insurance.

Minimum Qualifications:

- High school education or GED.
- Two years of experience in a maintenance environment.
- 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.
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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 has no supervisory duties.

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 is able to 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 other public that enters the facilities. Contact should be minimal and will occur within the workday as the employee is performing tasks throughout the facilities.

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 googles, 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. \$10-\$12

Position is open until filled.

Interested applicants must complete an official agency available on the website

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. 25th St.

McAllen, TX 78501

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