

JOB TITLE: MAINTENANCE AIDE

SUMMARY: Performs repairs in apartment units and buildings, completes inspections as needed, prepares units for re-rentals, maintains general cleanliness and orderliness throughout public areas and offices, and performs general ground maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs minor electrical repairs.

Performs minor repairs and adjustments to structural systems.

Performs minor plumbing repairs-such as repairing faucets, changing faucet washers, clearing obstructions in plumbing fixtures and line stoppages.

Performs minor repair and adjustments to heating and air conditioning systems. Makes drywall and plastering repairs. Installs and finishes drywall.

Repairs and replaces floors.

Maintains general cleanliness and orderliness in assigned areas. May remove stains from such surfaces as rugs, drapes, walls, and floors using chemicals and cleaning solutions. Sweeps, vacuums, mops, scrubs, washes, waxes, dusts, polishes, and finishes floors, furniture, fixtures, windows, walls, etc. throughout building. Cleans restrooms and restocks supplies.

Repairs, cleans, and paints all interior surfaces as required to redecorate vacant and occupied housing units, other facilities, and building exteriors.

Repairs and or replaces screens, windows, window glass, doors, locks, hardware, cabinets, furnace and ac filters, belts, washers, gaskets, light bulbs, ballasts, fixtures, and other fixture parts, shades, fuses, breakers, wall plates, cords, switches, receptacles, and other misc. wiring devices, smoke detectors, etc. Disposes trash and recyclable materials appropriately. Handles trash containers and operates trash incinerators, compactors, and collection equipment.
Cleans and repairs kitchen appliances.

Performs PM (Preventative Maintenance) and other types of inspections. Enters appropriate information to process work order and inspection forms.

Performs general maintenance of grounds, including but not limited to trash and litter collection, mowing, trimming, pruning, spraying, seeding, sodding, fertilizing, and making general repairs. Performs snow and ice removal as needed. Operates all equipment pertaining to grounds maintenance tasks.

SECONDARY DUTIES AND RESPONSIBILITIES:

Advises Supervisor or Property Manager of unit turnover, schedules redecoration activities, and coordinates redecoration efforts with other staff.

Monitors and advises Property Manager of tenant abuse.

Accountable for security of the unit while work performed.

Maintains a working knowledge of the building's security system and fire protection equipment and systems.

Maintains proper set of tools to perform work.

Assists Maintenance Mechanic in the performance of his assigned duties.

Attends training sessions as required.

Keeps supply and/or shop room neat and orderly, and reports supply orders to proper staff.

Wears Authority uniform and presents a clean and neat appearance.

Uses all safety equipment provided.

Performs "Emergency Service On-Call" as assigned.

Performs related work as required.

QUALIFICATIONS:

Knowledge of the materials, methods, and practices used in custodial and grounds work, building trades, mechanical and electrical trades, and knowledge of the use and operation, and care of handling various cleaners, chemicals, tools, machinery, and equipment

General mechanical aptitude

Employee must have a valid driver's license. Must be able to drive all YHA motor vehicles, including pick-up trucks, work vans, passenger vans, crew cab trucks, trucks with trailers, staff cars, litter collection machines, etc.

Have ability to read, write and speak English sufficiently to perform the duties of this position. Ability to keep basic records and make basic reports using the YHA equipment/software or equipment

Ability to learn and accept procedures Ability to plan work and prioritize responses

Ability to follow safety precautions, recognize, and report potentially hazardous

conditions to immediate supervisor

Skill in operation of listed tools and equipment

Ability to make independent judgments, which have minor impact on building and/or agency

Ability to interact professionally with diverse public

EDUCATION AND PRIOR EXPERIENCE:

Graduate of high school, vocational school, or possesses a G.E.D. certificate or a combination of relevant experience and training. Any trades work you do for yourself, relatives or friends, even if paid work, is not qualifying experience.

Experience with the materials, methods and practices used in custodial and grounds work, building trades, light mechanical, electrical, and plumbing trades.

ABILITY TO OPERATE AND CARE FOR FOLLOWING EQUIPMENT LIST:

Grounds equipment: Walk behind, zero-turn, and other rider and tractor mowers, weed trimmers, tree and shrub trimmers, leaf blowers, trash/litter collection machines, vacuums, shovels and scrapers, snow throwers, ice melt spreaders, high pressure washers, chain saws, power generators, wheel barrels, etc.

Custodial equipment: Vacuums, floor scrubbers, floor buffers, mops and miscellaneous hand tools, step ladders, extension ladders, hand trucks, furniture dollies, etc.

Maintenance and construction equipment and tools: Hand saws, power saws, small power tools such as drills, grinders, wood shop equipment, manual and powered sewer and drain cleaning equipment, pumps, electrical test equipment, acetylene and cutting torches, air compressors, pneumatic tools, pipe cutters and threaders, paint sprayer, etc.

Two-way/cell phones, office equipment, computer

YHA cars, trucks, and vans with trailers

PHYSICAL DEMANDS:

Sufficient physical strength and freedom of motion to be able to operate power machinery, perform repetitive tasks, lift heavy objects (up to 50 pounds), and physically able to bend, stoop, climb and reach throughout entire work day

Perform work with ladders, interior and exterior

Work under adverse weather conditions (rain, snow, heat, cold, etc.)

PERFORMANCE STANDARDS:

Mandatory three-month probationary period. Reviewed annually after regular status is achieved.

SUPERVISED BY:

Depends on assignment-may be supervised by Maintenance Superintendent, Assistant Maintenance Superintendent, or Maintenance Supervisor.

SUPERVISORY RESPONSIBILITY:

None

ATTENDANCE REQUIREMENTS:

Non-Exempt position. Normal scheduled workweek is 40.0 hours.

WORK ENVIRONMENTS:

Public housing apartment units, public housing property and buildings, management and administrative buildings, tax credit properties, offices and grounds

PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, hearing protection, back support, and other equipment as tasks requires.

This job description is intended to be sufficient to identify the position and to be illustrative of the kinds of duties assigned to this position. It is not to be interpreted to describe all of the duties performed, or which may be required of employees holding this position.