

Fort Dodge Housing Agency

Maintenance

This position is responsible for completing work orders on a daily basis and requires varied skills including: electrical, plumbing, and carpentry. The candidate must be flexible and able to work independently. They must present themselves in a professional manner and have an excellent working relationship with the public. This position requires evening and weekend on-call work on a rotating schedule. For a complete job description, go to www.fd-housing.org.

Fort Dodge Housing Agency offers health, dental, vision, IPERS, federal and state holidays plus a variety of other benefits. Deadline for applications is June 30, 2017.

Send resume to:

Fort Dodge Housing Agency
Celia Taylor, Executive Director
700 S 17th St
Fort Dodge, IA 50501



Maintenance Technician – Work Orders

POSITION TYPE: Non-Exempt

(Revised: 5/2011)

GENERAL STATEMENT OF POSITION: Performs semi-routine and diversified duties in connection with repairs to and maintenance of buildings and grounds requiring journeyman skills in carpentry repairs, plumbing repairs, and electrical and painting work. As a primary area of responsibility is responsible for daily work orders and emergency repairs as submitted for completion or necessary.

DISTINGUISHING FEATURES OF THE POSITION: The Maintenance Technician provides ongoing maintenance to all units leased, owned, and managed by the Agency as assigned. The work is performed independently under the general supervision of the Maintenance Director/Designee and/or Executive Director. The Maintenance Technician may provide work direction and guidance to a small number of assistants from work-study or inmate labor programs.

ACCEPTABLE EXPERIENCE AND TRAINING: The nature of the work involved in this position requires general maintenance experience and prior building maintenance experience in three (3) areas of work: plumbing, electrical work, and/or carpentry. While the position does not call for the holding of a journeyman license or certificate in any given trade or craft, an appointee should have personally performed many of the skills normally required of a journeyman and be able to demonstrate their possession. Training in blueprint reading is highly desirable. Good physical health and driving record is a requisite, as is possession of a driver's license. Appointee should be able to demonstrate an ability to lift objects of moderate weight. Vehicle and all tools are provided by the Agency.

EXAMPLES OF WORK: (Illustrative only)

- Independently performs a wide range of building and grounds repairs and maintenance functions, frequently calling for physical exertion.
- Repairs plumbing fixtures and pipes such as: toilets, sinks, drains, valves, and controls.
- Digs ditches and holes to uncover leaks, and once found, repairs leaks to pipes and valves.
- Repairs range burner controls and switches, and performs minor electrical work on refrigerators.
- Repairs or replaces electrical switches, outlets, lighting fixtures, circuit breakers, fuses, etc.
- Repairs windows, doors, doorframes, locks, and mailboxes.
- Repairs alarm systems, including controls.

- Repairs mechanical equipment such as: snow blowers, power mowers, hedge clippers, and other pieces generally used by the maintenance force.
- Checks condition of boiler rooms, blow down boilers and makes repairs to oil pumps and valves; generally maintains condition of boiler room in satisfactory condition.
- Orders materials, supplies, and equipment for own purposes and for others working on team and may lift heavy objects into place.
- Inspects apartments for maintenance work to be done, usually as a result of a tenant request or work order.
- Must have knowledge of and skill in using a wide range of hand tools and equipment such as: drillers, hammers, pliers, electrical testers, hand and power saws, cutters, plungers and wire brushes
- Performs a number of grounds keeping tasks: trimming, mowing, and landscaping.
- Plows and shovels snow as needed.
- On after-hours emergency call for all units under management by the Fort Dodge Housing Agency in accordance with an on-call schedule, generally one (1) week per month.
- Performs other related duties as required.
- Other duties as assigned by the Executive Director and/or the Maintenance Director.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge or familiarity with the applicable HUD and local standards and any HA standards which may meet or exceed HUD's.
- Working knowledge of and skill in applying knowledge in plumbing, electricity, heating, carpentry, painting, and mechanical equipment.
- Ability to read blueprints, drawings, and technical documents.
- Ability to perform complicated building maintenance tasks of varying difficulty independently.
- Knowledge of tools and methods to be used in a wide range of building maintenance work.
- Knowledge of occupational hazards and safety measures.
- Ability to direct the work of others, such as laborers and aides.
- Ability to understand and carry out oral and written instructions.
- Ability to maintain acceptable working relationships with co-workers.
- Ability to work in hazardous and adverse conditions such as: sleet, snow, heat, cold, dust and dirt, as well as cramped quarters and high places.
- Ability to lift heavy objects into and out of trucks or other carriers.
- Ability to keep detailed records of daily activities.

POST EMPLOYMENT (Maintenance Workers):

- Blood test to determine prior lead exposure.
- Respiratory testing to determine ability to work while wearing breathing apparatus or filters.
- Lead abatement contractor certification within 12 months.
- Use of personal vehicle may be required (mileage reimbursed).
- Training as required or directed by the Executive Director or his/her designee.

PROGRAM REQUIREMENTS:

- Worker must sign a confidentiality waiver
- Worker may not have a criminal background of any kind
- Must be courteous and professional to all residents, staff and other consumers
- Worker must inform agency of any medical conditions which would limit or restrict the safe performance of job responsibilities i.e.: allergies, asthma, diabetic, back problems or other health related issues