Facilities Maintenance Technician-Full

Description: Under the supervision of the Executive Director, the Maintenance Technician performs all tasks related to the care and upkeep of properties owned and managed by The Rolette County Housing Authority (RCHA) in compliance with regulations and policy to assure our properties are safe, sanitary, and attractive for our residents, visitors, and staff.

Supervises: None

Wage Status: Hourly (Non-exempt; eligible for overtime), Benefited
(Monday- Friday 8AM4:30 PM 1/2hr lunch)

JOB RESPONSIBILITIES

Essential responsibilities and duties may include, but are not limited to, the following:

- Responsible for the care and maintenance of RCHA properties
- Routinely check motors, switches, pumps, and mechanical equipment to insure all are in good working condition
- Report items which are not working properly to the Executive Director
- Make alterations and repairs to interiors and exteriors of newly vacated apartments to make them ready to rent
- Perform all maintenance tasks as assigned including preventative and corrective maintenance
- Keep accurate records regarding work orders, apartment turnarounds, and annual inspections
- Check all common areas daily for needed maintenance to maintain safe conditions for the residents
- Report to the Executive Director any deficiencies in maintenance, security, safety, liability or energy conservation
- Care for grounds, trees, shrubs, and grass on the property. Pick up trash as needed to ensure an attractive curb appeal
- Will be required to be on-call
- Work overtime as needed
- Other duties as assigned by the Executive Director

QUALIFICATIONS

Skills & Abilities:

- Mechanical aptitude for building maintenance which includes such tasks as drywall repair, painting, installing carpet/vinyl, HVAC repair, repairing electrical appliances and plumbing fixtures
- Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work
- Ability to work independently, be organized, be self-motivated, take pride in their workmanship, and have excellent time management skills
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities
- Maintain effective audio/visual determination to the degree necessary for the successful performance of assigned duties.
- React to change productively and handle other tasks as assigned
- Interact with people of varying social, economic and ethnic backgrounds
- Prepare clear and concise reports, initiate and complete work orders
- Operate and use a computer and mobile phone

Education, Experience, and Certifications:

- High School Diploma or GED
- Minimum one year experience in building maintenance work
- Experience with minor plumbing, carpentry, and electrical tasks
- Valid driver's license with a clean driving record

WORKING CONDITIONS

- Environmental Conditions: Office and field environment; travel from site to site; work with computers; exposure to inclement weather conditions; transmissible diseases.
- Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, and walking for prolonged periods of time.
- Ability to lift and carry up to 75 pounds
- Ability to bend, stoop, and sufficient agility to perform required repairs
- Ability to utilize snow removal equipment
- Ability to climb ladders to heights up to 12 feet

Attendance is an imperative job function. Employees must fulfill the performance standards of this position and comply with policies, rules, and procedures of the company, including those set out in the Employee Handbook, or otherwise communicated (verbally or in writing) to employees.

Letters of Interest and Resumes will be accepted until the position is filled and should be submitted to: tanyak.rcha@gmail.com