

ST. JOSEPH HOUSING COMMISSION
Maintenance Technician
Job Description

GENERAL SUMMARY OF DUTIES: As a Maintenance Technician, you will be a vital team member responsible for ensuring the efficient operation and upkeep of our facilities, grounds and equipment, with core skills in English, mechanical knowledge, and facilities maintenance. You will be adept at troubleshooting and repairing various systems. Additionally, your relevant skills in residential painting, customer service, and leadership will enable you to oversee maintenance tasks effectively. Your expertise in electrical experience and plumbing will be crucial in addressing specific maintenance needs promptly and efficiently.

SUPERVISION RECEIVED: Work is performed under the supervision of the Executive Director or other designated person.

EXAMPLES OF ESSENTIALS FUNCTIONS: Undertakes and performs the following and all other work- related duties as assigned.

- Responsible for maintaining security of all Housing Commission property, materials and equipment.
- Responsible for the general maintenance of all buildings and grounds within the Housing Commission property.
- Responsible for the implementation of the maintenance program, to include performance of inspections of dwelling units to ascertain needed maintenance and to prepare work orders for and complete the required work.
- Perform maintenance and repairs on all occupied and unoccupied units as directed to include electrical, heating, plumbing, carpentry, painting, custodial, and any other tasks as required.
- Working knowledge of performing general maintenance on all building electrical, plumbing and mechanical systems.
- Responsible for seeking outside contractors for services to be performed beyond the capacity of employee's experience with the approval of the Executive Director and following procurement procedures per Housing Commission policy.
- Maintain records of maintenance performed on units, buildings and equipment.
- Maintain inventory controls of equipment and maintenance materials, assist in taking physical inventory.

- Perform “on call” and respond to emergency work requirements evenings, nights and weekends as necessary.
- Employee will be required to perform other tasks or duties as required or directed including handling of office duties as required supplementing the needs of clerical staff.

The above examples do not include all of the tasks which the employee may be expected to perform.

QUALIFICATIONS FOR EMPLOYMENT:

Must have complete knowledge of general maintenance and custodial activities as required of a maintenance leader responsible for buildings, building systems, equipment and grounds maintenance.

Be experienced with the operation and maintenance of automotive and other power driven equipment and tools as related to maintenance work.

Experience with diverse populations is highly desired.

Have the ability to understand and follow oral and written instructions.

Possess supervisory experience and to conduct himself/herself in that position without rigid supervision.

Have mechanical aptitude.

Be initiative and resourceful and willing to apply attention to all related work tasks.

Ability to prepare accurate records and reports.

Be able to perform tasks requiring lifting and manual labor as required to perform duties.

Must pass a physical examination and drug screening.

Possess and exercise management skills that will result in cost reductions and better productivity in the maintenance department. This may include the reduction in the number of staff in addition to minimizing of cost of materials and equipment to operate within budget restrictions.

Graduation from an accredited high school or GED equivalent required.

Valid Michigan driver’s license required.

Be experienced in the use of personal computer equipment and programs.