

Mutual Housing Association of Greater Hartford Position Description

Date Updated: April 6, 2018

Position: Maintenance Technician Employee:
Department: Property Management Exempt: _____ % FTE: _____
Manager's Title: Maintenance Coordinator Non-Exempt: X # Hrs./Wk.: 37.5

Summarize major function of the position:

Performs all maintenance and repair operations at MHAGH property site(s) as assigned by the Maintenance Coordinator. Responds promptly to all service requests, completes service efficiently and correctly, and treats residents courteously, to ensure resident satisfaction. Refurbishes vacant apartments. Acts proactively to identify and correct maintenance issues affecting safety, functioning, and appearance of properties.

List essential functions of the position, in order of priority:

- 1) Routinely inspects physical property throughout the community and immediately corrects unsafe conditions, such as broken gates, broken steps, open holes, broken/burned out exterior lights, or blocked doors, walkways, or steps.
- 2) Ensures that all make-ready repairs and services are completed correctly and on schedule.
- 3) Complies with MHAGH safety policy, including all OSHA guidelines and regulations, and participates in regular safety meetings. Uses personal protective equipment as required.
- 4) Knows and adheres to all applicable federal, state, and local laws as well as all MHAGH policies and procedures.
- 5) Performs electrical repairs (appliances, switches, short circuits, etc.). Replaces fixtures and outlets.
- 6) Performs plumbing repairs.
- 7) Performs carpentry work.
- 8) Repairs or replaces glass, linoleum, carpet, screens, windows, appliances, and locks.
- 9) Repairs concrete, masonry, roofing, and fencing.
- 10) Hangs and patches sheetrock and performs minor plaster repairs.
- 11) Changes locks on vacated apartments.
- 12) Reviews parking areas for inoperable, abandoned, unlicensed or expired-tag vehicles and reports any to the Maintenance Coordinator.
- 13) Maintains maintenance shop and keeps neat and orderly.
- 14) Properly secures equipment when not in use.
- 15) Performs snow removal and salt/sanding including Holidays, nights and weekends.
- 16) Maintains proper curb appeal at all times which includes absence of trash on grounds/around dumpsters, clean curbs, trimmed shrubs (if applicable), no dead plant material, no weeds in mulch beds/curbs and breezeways clean.
- 17) Assists Maintenance Coordinator on move out and move in inspections and preventive maintenance review inspections as required.
- 18) Performs additional duties as assigned.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Supervisory Responsibilities:

- 1) None

Required Education and Experience:

- 1) High school diploma.
- 2) Minimum one year's experience in the maintenance/repair of HVAC systems, appliances, mechanical systems, electrical systems, plumbing, and ground maintenance. Training and experience acquired at MHAGH may be substituted at the discretion of management.

Physical Requirements and Working Conditions:

- 1) Must have a properly insured and registered vehicle and maintain a valid Connecticut driver's license
- 2) Ability to work on-call, respond to emergency situations, and work extended hours as required.
- 3) Ability to occasionally lift and/or move over 100 pounds and to regularly lift and/or move up to 50 pounds.
- 4) Ability to use tools required to complete job duties.
- 5) Ability to access electrical, plumbing, and other systems which may be difficult to reach.
- 6) Work environment includes outdoor work in all weather as well as indoor work in apartments, public spaces, and mechanical areas.
- 7) Occasional exposure to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration, and moderate noise level.

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