

**DELAWARE COUNTY HOUSING AUTHORITY
MAINTENANCE TECHNICIAN II
JOB DESCRIPTION**

Definition:

This is a semi skilled position involving tasks in all fields of maintenance operations for DCHA.

Under the direct Supervision of the Property Manager, an employee in this position is responsible for the work involved with the maintenance functions of all buildings and grounds assigned. Work involves a variety of maintenance and general upkeep functions. Also makes repairs requiring the use of simple hand and power tools to a building, systems and structures which require some of the skills of a mechanic, including such tasks as cleaning, surface preparation, painting, repairs to furniture, repairing of electrical wiring, equipment, and appliances; repairing or replacement of plumbing fixtures, repairs to HVAC equipment, repairs to kitchen and laundry appliances. If necessary, lubricates and changes oil in cars, trucks, or other automotive equipment; or assists a mechanic in the performance of tasks as required.

Examples of Work Performed:

- Prepare and repaint apartments and houses.
- repair of drywall ceilings and walls.
- repair floors and install floor tile.
- Loads and unloads materials, supplies and equipment.
- Cleans floors, streets, grounds and picks up trash and garbage.
- Digs and backfills trenches and other excavation.
- Plants trees, shrubbery and grass seeds.
- Mows, waters and fertilizes trees, shrubbery and lawn areas.
- Assists in the making of repairs, alterations and adjustments to structures, grounds, site improvements, appliances and equipment.

- makes routine repairs of buildings and equipment, including plumbing, electrical, HVAC and carpentry repairs.
- Clears sewer line obstructions.
- Cleans and lubricates all equipment and maintains in good condition all maintenance equipment, cars, trucks, tools and machinery.
- Removes snow and ice from all walks, steps and common areas.
- Under supervision may make simple repairs of building equipment and maintain carpentry, plumbing, HVAC and electrical systems

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Examples of Work Performed (Continued)

Assists other classifications in preparation for work involving the skills of a mechanic and the use of tools, such as the preparation of surfaces for painting; replaces window glass and parts, repairs appliances and screen doors ; makes electrical, appliance, HVAC and plumbing repairs; and clears simple obstructions in plumbing lines.(including cleaning).

- Maintains records concerning maintenance, work orders, and inventories.
- Assists in preparing reports.
- Inspects dwelling units and other buildings for needed repairs and preventive maintenance.
- Assists other classifications with technical and complex maintenance work.
- Maintains in good condition all maintenance equipment, cars, trucks, tools, and machinery.
- Completes simple repairs and operations power equipment, tractors and trucks.
- Trains other classifications in accordance with Housing Authority regulation and policies.
- Performs related work as required.

-Knowledge, Skills and Abilities:

- Knowledge of the practices and techniques of maintenance.
- Some knowledge of the codes and regulations governing the maintenance and construction trades.
- Knowledge of the occupational hazards and safety precautions of the mechanical, electrical, and building trades.
- Knowledge of the operations, maintenance, and repair of electrical, sewage and water.
- Knowledge of the practices and techniques of HVAC equipment and maintenance.
- Ability to schedule and supervise the work and training of less skilled classifications.
- Ability to understand blueprints and plans.
- Ability to maintain accurate and current records.
- Ability to establish and maintain effective working relationships with supervisors, subordinates, tenants, and the general public.

Experience and Training:

High school education or GED and one year of semi-skilled experience in a craft or trade preparing them for housing maintenance work or any equivalent combination of education and experience.

Valid driver's license, ability.

