

MAINTENANCE ASSISTANT

Athens Housing Authority

Position Description

Classification: **Maintenance Assistant**

Supervisor: **Property Manager**

Effective Date: **7/2/2017**

Position Summary

This position performs varied duties in the unit preparation for re-rental and ongoing physical care of property and apartments. Duties include painting, mechanical assistance, custodial, and grounds care. Painting skills of the journeyman level in the painting of buildings, fixtures, and equipment. Employees in this class prepare various types of surfaces for painting, mix and match paint, and apply paint with brushes, rollers, and power sprayers if necessary. Work involves lifting of moderately heavy objects and working in tight, cramped, or high spaces.

Custodial duties include, but are not limited to: cleaning out large debris and trash from vacant units, preparing vacant units for occupancy, providing labor support to other maintenance functions, moving furniture, mowing grass, edging, trimming, raking, picking up leaves, reseeding, fertilizing, irrigating, installing and repairing playground equipment, installing and repairing curbing, patching walks and drives, picking up trash and debris, transporting trash and debris to landfill, and performing any other tasks as assigned.

Assignments are received orally, and may be in the form of written or electronic job orders. The work involves individual skilled performance in accordance with standard trade practices, but is subject to inspection while in progress and upon completion.

Major Duties and Responsibilities

1. Observes industry standard safety rules in all aspects of the job and must practice safety precautions and be safety conscious at all times.
2. Reports to immediate supervisor any items requiring maintenance and any unusual or unsafe conditions.
3. Moves furniture, materials, and equipment as required.
4. Prepares surfaces for painting which includes scraping, sanding, spackling holes, cleaning, caulking, and applying primer coats.
5. Mixes and matches paints and stains; exercises skill in matching and blending colors.
6. Applies paints, varnishes, and stains to interior and exterior surfaces using brushes, rollers and sprayers; trims moldings, windows and door frames by brush.

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7. Cleans brushes, rollers, and equipment as required. Cleans work area before departure.
8. Performs cleaning and sanitization tasks in assigned areas in accordance with established procedures. These tasks include, but are not limited to: disinfecting and cleaning rest room fixtures; dusting furniture, window sills and ledges; spot cleaning walls, doors, and glass; the application of paint where needed; collection and removal of trash from buildings; emptying ashtrays; vacuuming carpeted areas; dust mopping, wet mopping, and spray buffing resilient tile floors; shampooing carpets; stripping and refinishing wood, composite, and resilient tile floors; sweeping and mopping concrete and terrazzo floors; sweeping and mopping stairs; resupplying paper and soap dispensers; polishing furniture; replacing burnt out lamps; and other interior cleaning-related tasks.
9. Operates and maintains powered cleaning equipment such as floor scrubbing machines, other automatic scrubbers, wet/dry vacuums, carpet vacuums, carpet shampooers, and pile brush vacuums.
10. Uses and maintains non-powered cleaning equipment such as mops, brooms, dusters, sponges, cleaning cloths, and spray bottles.
11. Transports trash and debris to landfill using a predetermined route of travel.
12. Prepares vacant units for occupancy by washing walls, stripping and buffing floors, cleaning appliances and windows, and by performing other duties as assigned by the supervisor.
13. Assists Mechanics and other workers with general labor duties involved in the installation and repair of gas, sewer, and water lines or installation or repair of plumbing fixtures.
14. Provides manual labor for a variety of tasks as directed by the supervisor. Manual labor tasks may include but are not limited to: moving furniture and equipment; setting up tables; chairs; exhibits and displays; loading and unloading trucks; etc.
15. Participates in off-shift, weekend, and holiday coverage, and must be willing and able to work flexible hours, overtime, any shift, and weekends.
16. May supplement contract efforts in the area of grounds care, erosion control, clearing walks and drives debris, snow and ice, patching parking lots and drives; repairing signs; spreading sand and/or ice-melt, etc.
17. May operate and maintain powered grounds care equipment such as tractor mowers, riding mowers, push mowers, edgers, trimmers, vacuums, blowers, sprayers, spreaders, and chain saws.
18. Ensures proper use and care of all Housing Authority tools, equipment, and materials.
19. Performs other related duties as assigned by the supervisor.

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Desirable Knowledge and Abilities

1. Knowledge of the standard practices, methods, tools, and equipment of the painting trade.
2. Ability to effectively utilize all tools in the application of paint including, but not limited to rollers, brushes, and sprayers.
3. Knowledge of ingredients in various paints for selection of appropriate paint for given surfaces.
4. Knowledge of wood, plaster, cement, and other surfaces relative to their refinishing and repainting.
5. Knowledge of building and grounds maintenance practices and procedures.
6. Knowledge of the methods, practices, tools, and materials used in building maintenance and repair and groundskeeping.
7. Knowledge of the occupational hazards and applicable safety precautions of the assigned work.
8. Ability to operate powered equipment such as, but not limited to, power mowers, weed eaters, chain saws, and light trucks.
9. Knowledge of the layout of Housing Authority facilities.
10. Knowledge of the general operations and procedures of a Public Housing Agency (PHA).
11. Ability to establish and maintain effective working relationships with coworkers, residents, contractors, and the general public; ability to communicate with people from a broad range of socioeconomic backgrounds.
12. Ability to follow written and oral instructions.
13. Ability to communicate effectively both orally and in writing.

Physical Requirements

1. Ability to work/inspect in wet, damp, hot, cold, or dusty places.
2. Ability to stoop and kneel in order to gain access to work areas.
3. Ability to work while standing for extended periods of time.
4. Ability to work from ladders or scaffolding.
5. Ability to operate tools and equipment used in painting trade including ladders and specialized equipment.
6. Ability to move or carry objects, materials, and equipment used in the painting trade. Lifting (ground to above head) requirements may exceed 25 lbs on a regular basis.

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7. Ability to lift heavy objects such as refrigerators or ranges into and out of trucks, or other carriers with the assistance of other maintenance staff. Lifting (ground to waist level) requirements may exceed 80 lbs on a regular basis.
8. Ability to move or carry objects or materials such as sinks, counter tops, solid core and metal doors, debris, floor tile, fan motors and other HVAC parts, etc.
9. Ability to perform manual work such as digging, shoveling, and sanding.
10. Ability to drive a truck and a van.

Minimum Education, Training and/or Experience

1. High School graduate or GED equivalent with ability to read and follow written and oral instructions.
2. One (1) year vocational or other supplemental training in the painting trade, with a minimum of two (2) years previous painting experience. One (1) year previous grounds/building maintenance experience is highly desirable.
3. An equivalent combination of education, training, and experience may be substituted for the requirements above provided that the experience is sufficient to meet the required knowledge and abilities.

Special Requirements

1. Possession of a valid State of Georgia driver's license.
2. Must be bondable.
3. Must be insurable by the Authority's fleet insurance carrier.
4. Must be able to occasionally work at night and on weekends if required.