

Job Description

Job Title: Maintenance

Department: Maintenance

Reports To: Project Manager

FLSA Status: full time

Location: La Merced Homes

Summary: Responsible for general maintenance of La Merced housing development and grounds. Performs general maintenance and repair tasks at the skilled and semi-skilled level. Tasks are performed in carpentry, electrical, and plumbing repairs and general repairs in response to service required and inspections of housing units at assigned housing development. Specific duties may include the following:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Assigned units only
- Repairs or replaces wiring and parts for electrical outlets, switches, light fixtures, and checks for repairs of gas leaks.
- Repairs or replaces plumbing fixtures and fittings (e.g. leaky faucets, clogged drains and sewer lines. Sprinkler system, damaged toilets, sinks and water cutoff.)
- Repairs and replaces water heaters and lavatory sinks.
- Makes carpentry repairs/replacements to damaged walls, roof, woodwork, floors, gutters and downspouts, windows, and cabinets. May perform painting functions as part of “make ready” procedure(s).
- Repairs/replaces damaged walls, roofs, woodwork, floors, doors and door locks, window, door knobs and dead bolt locks. Repairs and replaces tile floors.
- Repairs/replaces and services heating units.
- Makes repairs and adjustments to and replaces various appliances and equipment; refrigerators, gas and electric stoves, heaters, electric motors, water heaters, and smoke detectors.
- Repairs or replaces door and window screens and installs window shades and window glass.
- Performs other related duties as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High school education or GED; or up to two years in building maintenance experience or vocational training; or equivalent combination of education and experience which include carpentry, plumbing, and electrical repairs, or an equivalent combination of education and experience.
- Good knowledge or techniques, methods, materials, and equipment used in plumbing, carpentry, and electrical repairs; and in the repair of household appliances, and heating systems.
- Ability to read and understand the English language, moderately complex repair manuals, and instructions/warning on cleaning agents; write service requests, maintenance reports, and inspection reports.
- Ability to establish and maintain effective working relationships with housing employees and residents.

- Valid Texas driver's license and eligible for coverage under housing fleet auto insurance.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to walk; use hands to handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts and high, precarious places. The noise level in the work environment is usually moderate.