



JOB DESCRIPTION

TITLE: Maintenance Personnel

SUPERVISOR: Housing Project Manager

JOB OBJECTIVE: Performs skilled maintenance labor and repair tasks on apartment buildings and grounds. Knowledge of plumbing, electrical, and carpentry. Work involves performing a variety of duties requiring physical exertion and use of small hand or machine tools, and operation of some power equipment.

QUALIFICATIONS: Two years relevant work experience in building and ground maintenance. Must have knowledge and ability to perform heating, carpentry, plumbing and electrical repairs. Knowledge in materials and equipment used in building and grounds maintenance. Skilled in the use of hand tools and equipment used in building and grounds maintenance. Ability to work independently with little direct supervision. Valid Washington State Drivers license, ability to lift 50 lbs, and to work with ladders. Ability to work with diverse population of staff and residents.

RESPONSIBILITIES:

Provide general maintenance services for all apartment buildings, Senior Center and Thrift Store.

Perform plumbing tasks as needed, such as unclogging toilets, drains, replacing faucets, garbage disposals

Perform electrical tasks such as changing plate covers on switches and outlets, replacing light bulbs, light globes/covers, batteries, thermostats, install ceiling fans when purchased and requested by resident

Perform building maintenance tasks such as replacing doors, door locks

Prepare apartment for renting upon resident move out – painting, maintenance repairs, cleaning – see attached unit turnover checklist.

Shared duties of possession of emergency cell phone for the purpose of responding 24 hours per day, 7 days per week and holidays in case of maintenance emergency.