



The Housing Authority of the City of San Buenaventura  
**EQUAL OPPORTUNITY EMPLOYER**

HOUSING MAINTENANCE TECHNICIAN

Salary bi-weekly \$1,603.82 - \$2,002.95

DEFINITION:

Receives direct supervision and direction from the Maintenance Manager. Work at an advanced level, with limited supervision performing a variety of skilled and specialized general maintenance tasks, repair, installation, and/or limited construction at assigned agency facilities, buildings, and adjacent grounds. Exercises technical independence in determining work methods and procedures. Ensure a high level of cleanliness of assigned areas and associated buildings/facilities, parking areas, and grounds. Assure that work areas are uncluttered, accessible, and safe for the residents, staff and general public. The classification is not directly responsible for the supervision but may serve as a work-team leader and organize and/or assemble work materials for other Maintenance staff, as directed.

ESSENTIAL FUNCTIONS STATEMENT- *The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and or skills required. Management reserves the rights to add, modify, change, or rescind the work assignments of different positions. Essential duties may include but are not limited to the following:*

1. Provides specialized knowledge, and performs technically skilled duties, maintenance, repair, and construction activities in and around agency housing units and related facilities and grounds.
2. Perform work activities in accordance with work orders received or supervisory direction. Serve as a lead worker and specialist in performance of the most difficult tasks, with the ability to work alone, as well as in a team.
3. Perform moderate plumbing repairs and maintenance of property/facility water systems. Repair and install water heaters, faucets, sink drain systems, shower enclosures, gas valves, heaters, and boilers. Clean sewers, drains, and unplug or replace toilets.
4. Perform general electrical installation and repair. Troubleshoot electrical systems, repair and upgrade wiring, diagnose electrical shorts, detect and repair faulty electronic systems.
5. Install electrical appliances, such as stoves, refrigerators, range hoods, disposals, and similar units.
6. Diagnose and repair HVAC system including service single units and building systems.
7. Undertake difficult painting activities. Prepare interior/exterior walls for painting activities. Apply texture, brush, roll, or spray-paint on walls, trim, or structures. Install and glaze window elements.
8. Perform locksmith tasks, which include changing and re-pinning locks, and preparing master keys, as trained. Make keys and distribute keys in accordance with agency policy.
9. Meet and outline work for outside contractors performing maintenance, repair, and installation work at agency sites, as assigned. Inspect resulting work to assure compliance with standards and specifications.
10. Utilize, operate, and maintain a variety of hand tools and equipment used in the performance of assigned duties. Instruct others in the use of power tools and equipment.
11. Troubleshoot equipment problems and seek repair of damaged/inoperative equipment.
12. Adhere to safe work practices and procedures for all activities. Use available safety equipment and protective devices, when applicable.

13. Operate various motor vehicles used in the course of daily duties. Perform routine vehicle check, such as checking oil, gas, wipers, and tire pressure.
14. Respond to questions and complaints from tenants. Explain work in progress and its place in overall agency maintenance program.
15. When on-call, respond to emergency situations.
16. Prepare vacancies for occupancy.
17. Process work orders, perform preventative maintenance to properties and equipment.
18. Be available during Agency business hours to meet client needs, coordinate with co-workers, oversee contract workers, attend face-to-face meetings, and handle day-to-day operations necessary for the position.

#### QUALIFICATIONS:

##### Knowledge of:

- Advanced principles and practices of maintenance, repair, and installation.
- Industrial and residential HVAC systems. (Split Systems, Package Units, Condensers, etc.)
- Methods, techniques, tools and materials used of the building trades e.g. HVAC, electrical, plumbing, painting, carpentry, roofing, masonry, locksmithing.
- Preventative maintenance concepts and principles.
- Operation and maintenance of a variety of hand and power tools and equipment used in assigned maintenance work and safe practices related to the work.
- Methods and techniques of leadership and teamwork in a work crew setting.
- Occupational hazards and safety considerations of maintenance, repair, and installation work.
- Relevant Federal, State, and local codes, regulations, and procedures.

##### Ability to:

- Read, understand, and interpret basic maps, mechanical diagrams, blueprints, and schematics.
- Estimate time, materials, and labor needed to complete work orders.
- Organize work scheduled for the property and meet deadlines.
- Drive and operate light trucks, dump truck, aerial truck, and operate motorized equipment.
- Use initiative and judgment in work situations. Work independently in the absence of supervision.
- Maintain a professional and cordial attitude towards co-workers, clients, public and residents by providing service courteously and tactfully.
- Maintain the mental capacity to make sound decisions and the physical condition to perform the assigned duties and responsibilities.
- Distinguish colors and odors; have visual and hearing acuity.
- Follow oral and written instructions. Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer using various Windows-based applications and related programs, including standard, as well as proprietary software.

#### EDUCATIONAL/CERTIFICATION REQUIREMENTS:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Agency. A typical way to obtain the knowledge and abilities would be:

- High School Diploma **and**;
- Four (4) years of experience in HVAC maintenance or a combination of HVAC and general maintenance, repair, or construction work in one or more of the construction trades.
- Training in PHAS inspection standards is desirable or must be obtained within one year from date of hire.

## PHYSICAL DEMANDS OF THE POSITION:

Essential and marginal functions require maintaining physical condition necessary for standing for prolonged periods of time. Work indoors or outdoors over uneven ground, in a variety of weather conditions, walk, climb stairs and ladders, work at heights, enter confined spaces, stoop, kneel, bend, stretch and work at heights. Pulling and lifting of items of up to 50 pounds. Possess the stamina to perform heavy labor. Have excellent hand strength and the manual dexterity to operate power tools and equipment. Exposure to potentially hazardous situations in responding to “on-calls” after hours assignments. Exposure to hazardous gases and chemical compounds that may be used during the course of work.

### Special Requirements:

- Must have access to an automobile or other means of transportation, when and if required to travel on Housing Authority business.
- Must possess current automobile insurance in accordance with California law and, a valid California driver’s license, including a driving record acceptable to the Housing Authority insurance company.
- Must be insurable by the Housing Authority’s insurance carriers.
- Must be able to respond to emergency situations during off duty hours, as required. Will be required to be on-call on a rotating basis.
- Bilingual fluency in English and Spanish is desirable.
- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

*MUST SUBMIT A COMPLETED APPLICATION, AND IF OFFERED THE POSITON, YOU MUST SUBMIT A DISCLOSURE FORM, AND DRIVER RECORD FORM TO BE CONSIDERED FOR POSITION*

*FILING DEADLINE 4 pm Monday, February 4, 2019*

**Application Procedure:** Resumes not accepted without formal Housing Authority application. And application form may be obtained from our website at [www.hacityventura.org](http://www.hacityventura.org) and must be FILED with the Housing Authority by 4:00 p.m. on the Closing Date of this job announcement. Applications may be mailed to the Housing Authority of the City of San Buenaventura, 995 Riverside Street, Ventura, CA 93001, or faxed to (805) 626-5628, but must be received by the closing date. You may also pick up an application and return it to our office located at 995 Riverside Street, Ventura, CA 93001.

THE HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER AND MAINTAINS A DRUG-FREE/SMOKE-FREE WORKPLACE

Updated 1/7/19