



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:

This classification receives direct supervision and direction from the Maintenance Manager. Performs a variety of skilled and specialized general maintenance tasks, repair, installation, and/or limited construction at assigned agency housing facilities, buildings, and adjacent grounds. Provide direction to temporary work crews in the accomplishment of difficult assignments and the accomplishment of specialized work. 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. Operate a variety of automotive equipment and mechanical equipment in the accomplishment of daily activities.

JOB CHARACTERISTICS:

Responsible for planning, and organizing the maintenance efforts within the Asset Management Property, and perform related administrative functions. May at times, serves as a work-team leader. The classification is not directly responsible for the supervision, but provides lead direction to temporary work crews, as assigned.

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 to, and performs technically skilled duties, maintenance, repair, and construction activities in and around agency housing units and related facilities. Perform similar duties in and around agency offices, conference rooms, break rooms, and workspaces, and related facilities and grounds. 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.
2. Perform difficult and complex plumbing repairs and maintenance of apartment and facility water systems. Repair and install water heaters, faucets, sink drain systems, shower enclosures, gas valves, heaters, and boilers. Clean sewers and drains, and unplug or replace toilets.
3. Perform difficult and complex electrical installation and repair. Troubleshoot electrical systems, repair and upgrade wiring, diagnose electrical shorts, detect and repair faulty electronic systems.
4. Install electrical appliances, such as stoves, refrigerators, range hoods, disposals, and similar units.
5. Perform difficult rough and finished carpentry. Repair door jams and baseboards. Install and repair doors, windows, and drywall. Install floor coverings, such as composition tile, ceramic tile, linoleum, stair-tread, carpet and wooden floor. Repair and install roof coverings and fences. Perform concrete work, installing and removing forms and finishing surfaces.
6. 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.
7. Perform difficult and complex 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.

8. Meet and outline work for outside contractors performing maintenance, repair, and installation work for the agency at a particular site, as assigned. Inspect resulting work to assure compliance with standards and specifications. May obtain contractor bids, as assigned.
9. Perform move-in and/or move-out inspections, as assigned or requested.
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 necessary.
13. Read and interpret plans and schematics. Estimate time, materials, and equipment usage for all job assignments. Requisition materials required, request local purchase of need materials as appropriate. Maintain time logs for all assignments and prepare personal time sheets. As necessary, prepare work orders and close out work orders.
14. Operate various motor vehicles used in the course of daily duties. Perform routine vehicle and equipment maintenance, and make vehicle and maintenance and equipment safety checks. Perform routine vehicle maintenance, such as checking oil, wipers, and tire pressure.
15. Respond to questions and complaints from the public and tenants. Explain work in progress and its place in overall agency maintenance program.
16. Respond to emergency situations, as called.
17. Preparing vacancies for occupancy, work orders, performing preventative maintenance to occupied units, miscellaneous fixtures and major appliances.
18. Performs special projects as assigned as well as all other maintenance functions deemed necessary for the efficient operation of the maintenance department.
19. Maintain a professional and cordial attitude towards co-workers and clients.
20. 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.
- Methods and techniques of the building trades e.g. electrical, plumbing, painting, carpentry, roofing, masonry, locksmithing.
- Construction techniques and advanced shop math.
- Equipment, tools, materials, methods and techniques used in the assigned area of maintenance.
- The use and care of simple tools used in carpentry, plumbing, electrical painting and general maintenance work.
- 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 leaderships. 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.
- Undertake leadership and technical direction in a work crew setting.
- Organize work scheduled for the property, and meet deadlines.
- Use initiative and judgment in work situations. Work independently in the absence of supervision.
- Maintain the mental capacity to make sound decisions and the physical condition to perform the assigned duties and responsibilities.
- Drive and operate light trucks, dump truck, aerial truck, and operate motorized equipment.
- Distinguish colors and odors; have visual and hearing acuity.

- Maintain good relations with the public and residents by providing service courteously and tactfully.
- Establish and maintain effective working relationships with those contacted in the course of work.
- 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 in the construction field, and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge, skills, and abilities is:

- High School Diploma **and**;
- Four (4) years of experience in general maintenance, repair, or construction work.
- Training in PHAS inspection standards is desirable.
- Possess journey-level training and experience in one or more of the construction trades.

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 keyboard 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 in 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 requested. May 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 POSITION, YOU MUST SUBMIT A DISCLOSURE FORM, AND DRIVER RECORD FORM TO BE CONSIDERED FOR POSITION

FILING DEADLINE 4 pm December 7, 2017

Application Procedure: Resumes not accepted without formal Housing Authority application. And application form may be obtained from our website at 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 11/15/17