

MAINTENANCE TECHNICIAN (REMODEL)

Reports To: Deputy Executive Director\Executive Director

Position Grades: 4 through 7

Position Summary:

Employee will perform a wide variety of necessary repairs. The primary work environment is unoccupied units. The primary function of this employee is to rehab or remodel the vacant unit in a timely manner. An employee in this position is responsible for adequately repairing our units and ensuring our units are in a safe and well-functioning condition for the next tenant. Teamwork is essential in this position.

Required to have and carry a working cell phone and keep FHA updated with the phone number.

Essential Functions

1. Must practice safety precautions and be always safety conscious.
2. Responsible for proper care and preventative maintenance of all equipment used by him/her to complete assigned duties.
3. Operates and makes all installations and repairs in accordance with local, state, and national codes.
4. Aid in maintaining inventory control and supply accurate data when completing work orders.
5. Common repairs include but are not limited to: Restoring drywall to an acceptable condition, add texture to walls\ceiling, painting, repair\replace plumbing, light electrical, flooring repairs, hang doors, replace hardware within units, remove cove base when new flooring will be installed, install cabinets, demo work.
6. Will be responsible for set up and cleanup of job site which includes acquiring the materials needed to complete the task.
7. Will complete work orders as needed.
8. Some tasks are performed outside in the Winter\Summer. Must be dressed for the current weather conditions.
9. Complies with requirements of after-hours emergency call-out policy and procedures.
10. Attend safety meetings and training as requested
11. Performs other reasonably related duties as assigned.