



1954 E. Houston., Suite 104 / San Antonio, Texas 78202
 (210) 225-0071 • Fax (210) 225-6976

POSITION DESCRIPTION

TITLE	Maintenance Lead	SEND RESUME TO	Jesse.ybarra@habctx.org
SUPERVISOR	Property Manager	DEPARTMENT	Maintenance
REGULAR/TEMP	Regular	FULL/PART	Full-time

Position Summary:

The Maintenance Lead position is responsible for manages the property’s maintenance and facilities operations to maintain the physical condition and appearance of a property that will enhance the value of the community. Communicates and utilizes company operations and safety standards. Supervises maintenance staff. Maintains property equipment and machinery. Develops and adheres to maintenance budget and expenditures.

Essential Functions:

- Supervise and works with the maintenance team for one or more properties.
- Develop and adheres to maintenance budget.
- Ensures assigned properties present an aesthetically pleasing appearance in accordance with established property management standards.
- Conducts daily property walking inspections of all areas of the assigned property to ensure the property will achieve a superior rating for any required inspections.
- Completes assigned work orders correctly and in a timely manner. Provides efficient and courteous service to clients/tenants, leaving work areas clean upon completion of work.
- Monitors and makes repairs as needed, including the following: electrical, plumbing, heating, air conditioning, appliances and carpentry. Investigates and assesses all mold reports, ensuring all reports are documented and remedied promptly.
- Train maintenance staff and assists with problems beyond the team’s abilities.
- Monitor inventory and purchases of maintenance supplies. Prepare purchase orders, requisitions, and contracts for maintenance equipment, supplies and services.
- Follow HABC policies and procedures comply with Fair Housing, state and federal laws.
- Will be on standby duty for emergency calls after normal duty hours and weekends. Works on-call emergency and after-hours calls as scheduled by the Executive Director or designee.
- Responsible for all inspection results. Executing repairs, ensuring all areas identified have been corrected in accordance with prevailing standards in a timely manner. Ensures all areas identified during inspections, such as quarterly, annual, move-in, and move-out, are repaired in a timely manner.
- Supervises, prepares and monitors vacant unit space for new tenants, including painting, repairs, security and cleaning , ensuring the total turning of the space within 15 days or less, preferably under ten days.
- Correctly completes all required paperwork involving inventory, daily work orders and any other

assigned reports. Monitors maintenance stock needed and used, picks up and delivers parts and paperwork.

- Supervises and maintains the use, operation and cleaning of the work area, tools and equipment. Recommends changes or corrections in the use of equipment as necessary. Ensures that tools, equipment and vehicles are safely operated, maintained and secured when not in use.
- Monitors and makes repairs and adjustments to various building equipment and approves replacement when necessary.
- Occasionally repairs, installs or replaces wiring and parts for electrical outlets, switches, light fixtures and breaker switches/fuses.
- Occasionally repairs or replaces plumbing fixtures and fittings (e.g. leaky faucets, clogged drains and sewer lines, sprinkler systems, damaged toilets, sinks, and water cutoffs). Repairs and replaces water heaters and lavatory sinks.
- Occasionally repairs, replaces and services heating units, air conditioning systems.
- Occasionally repairs/replaces/paints/touches up damaged walls, roofs, woodwork, floors, gutters and downspouts, fences, gates, doors and door locks, windows, window shades and glass, door, cabinets, fans, belts, and insulation.
- Performs other related duties as assigned by the Property Manager or designee.

Education and Experience:

Required

High school diploma or G.E.D.; twelve months related experience or training; or equivalent combination of education and experience. Education or experience in apartment or building maintenance, vocational training and/or experience in areas of general repairs, property maintenance, carpentry, plumbing, air conditioning and electrical repairs.

Certification and Licensure:

- Bondable.
- Valid Texas driver's license.
- Eligible for coverage under Housing Authority fleet auto insurance.
- Ability to obtain EPA Certification after 1year of employment.

Knowledge, Skills, and Abilities:

- Ability to manage maintenance staff.
- Thorough knowledge of techniques, methods, materials and equipment used in plumbing, carpentry and electrical repairs, and in the repair of household appliances and heating systems.
- Thorough degree of skill in one or more tradecrafts and working knowledge of all maintenance crafts.
- Skill in the use of various hand and power tools and test equipment.
- Ability to read and write in English.
- Ability to read and understand repair manuals and instructions/warnings on cleaning agents; and ability to write service requests, maintenance reports and inspection reports.
- Ability to establish and maintain effective working relationships with other Housing Authority employees and tenants.

Supervision:

The employee receives instructions from the Property Manager or designee. Generally, methods of accomplishing assignments are at the discretion of the employee within established procedures. Deadlines and priorities are generally set by the Property Manager or designee, and the employee's progress is monitored regularly. The employee's work is reviewed generally for quality and completeness.

Responsibility for Confidential Matters:

The employee will have access to sensitive information, including tenant identification information, EIV, SSN's, financial information, criminal history records, credit history, and tenant wage records. The employee will be required to ensure all confidential information is secured at all times.

Guidelines:

The employee follows established maintenance procedures and practices, and service manuals in performing assigned tasks. If a situation not covered by guidelines arises, the employee consults the Property Manager or designee for guidance and if reoccurring to develop an Standard Office Procedure. The employee may be sent to training from time to time.

Complexity:

Work performed by the employee is mostly routine and repetitive in nature. Occasionally, some tasks may require the exercise of personal judgment in making decisions on accomplishing assigned work.

Scope and Effect:

The employee's work primarily affects the tenants and HABC staff .

Public Contacts:

The employee's personal contacts are primarily with tenants and other employees. Contacts with tenants and HABC staff are particularly important. The purpose of these contacts is to give and obtain information necessary to conduct the maintenance tasks efficiently and safely, and to document all actions. Conditions under which contacts occur can range from normal to stressful in an emergency situation, such as a power failure.

Mental and Physical Abilities:

The mental and 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 stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and on occasion lift and/or move up to 75 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The employee must use arm strength to manipulate hand tools such as saws, sanders and jointers. The employee will use his personal hand tools on the job and entitled to a tool allowance.

Working Conditions:

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 regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dangerous heights, dangerous chemicals and skin irritants (e.g. cleaning solutions, solvents, insecticides), dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. Stressful situations may occur when dealing with the public. The employee uses goggles, gloves, masks, waist support belts, safety boots, and other safety equipment.

This job description is subject to change and in no matter states or implies that these are the only duties and responsibilities to be performed. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills and abilities to perform the job will be considered.

Date Approved: 07-27-17 JH