



1954 E. Houston., Suite 104 / San Antonio, Texas 78202  
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## POSITION DESCRIPTION

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

### Position Summary:

The Maintenance Technician position is responsible for diagnosing and performing repairs that are more technical in nature, requiring highly skilled levels of knowledge. Tasks are performed in several trades or crafts. Maintains property within commercial standards. Ensures property presents a professional, well-kept appearance.

### Essential Functions:

- 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.
- 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 Property Manager 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 office space for new tenants, including painting, repairs, security and cleaning of units, 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, and 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, 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 and 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.

**Knowledge, Skills, and Abilities:**

- Thorough knowledge of techniques, methods, materials and equipment used in plumbing, carpentry and electrical repairs.
- 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 Executive Director 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 Executive Director or designee, and the employee's progress is monitored regularly. The employee's work is reviewed generally for quality and completeness.

The employee does not have supervisory responsibility; however the employee provides input and support to the Executive Director or designee.

**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.

**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 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:  
7-27-17 JH