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POSITION DESCRIPTION

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

Position open until filled

Position Summary:

The Maintenance Lead must possess at least 2 years' experience in Property Management and supervising maintenance staff. Must have knowledge in 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 and delegates 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 and manages maintenance staff the same
- 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, and informs Property Manager.
- 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 Manager or designee or if needed to cover Regional Maintenance Lead and/or Make Ready Technicians.
- 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 dwelling units for new tenants, including painting, repairs, security and cleaning of units, ensuring the total turning of the unit within 10 days or less, preferably under ten days.
- Correctly completes all required logs and paperwork involving inventory, distributing and completion of daily work orders, sanitation, daily fleet vehicle service inspections or and any other assigned reports. Monitors and orders maintenance stock needed/used and picks up and delivers parts and paperwork.
- Procurement of new carpet, flooring, A/C repairs, roof repairs, landscaping, pest control, etc. Interaction and communication with vendors. Move in/out of inventory. Valence documentation. Entering work orders, tracking and ordering for PO's and Work orders. Scheduling of preventative maintenance. Upkeep of Make Ready Board. Assist Property Manager with maintenance reports and maintenance up keep.
- Responsible for update of City Electrical License.



- Supervises and maintains the use, operation and cleaning of the work area, tools, equipment and vehicles. 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 appliances (e.g. refrigerators, electric stoves, furnaces, electric motors, smoke detectors, and heat pumps), and obtains approval prior to replacement of appliances 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, and all types of air conditioning systems.
- Occasionally repairs/replaces/paints/touches up damaged walls exterior or interior, roofs, woodwork, floors, gutters and downspouts, gates, doors and door locks, windows, window shades and glass, door and window screens, cabinets, doorbells, , fans , and insulation.
- Performs other related duties as assigned by the Property Manager, designee or by the Executive Director.

Education and Experience:

Required

High school diploma or G.E.D.; 18 months related experience; or equivalent combination of education and experience preferred. 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.

Preferred

High school diploma or G.E.D.; 24 months related experience or training; or equivalent combination of education and experience. Supervisory experience and Fair Housing Knowledge. Certification preferred but not required Language skills in Spanish

Certification and Licensure:

- Bondable.
- Valid Texas driver's license.
- Eligible for coverage under Housing Authority fleet auto insurance.
- HVAC, Electric and Pool Certifications or ability to attain certification within 6 months of employment.

Knowledge, Skills, and Abilities:

- Thorough knowledge of safety, techniques, methods, materials and equipment used in plumbing, carpentry and electrical repairs, and in the repair of household appliances and A/C 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 a professional and maintain effective working relationships property staff, including Property management and with other Housing Authority management and employees.

Supervision:

The employee receives instructions from the Property Manager designee, and may include the Executive Director of the Housing Authority 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.

The employee does have supervisory responsibility; however the employee provides direction and support to the Property Manager designee, or the Executive Director of the Housing Authority

Responsibility for Confidential Matters:

The employee will not have access to sensitive information, including tenant identification information, EIV, SSN's, financial information, criminal history records, credit history, and tenant wage records., However, if such information is provided The employee must 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.

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 daily operation of the community and that of the tenants and HABC staff of the Apartments.

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 gas leak or 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 30 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.

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.

Position open until filled

HABC is an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.