



# Mansfield Metropolitan Housing Authority

Serving Richland County Ohio Since 1939 

88 W. Third St., Mansfield, OH 44902

Phone – (419) 524-0029 Fax – (419) 522-2125 TTY – (800) 750-0750

**POSITION TITLE:** Maintenance Technician

**REPORTS TO:** Executive Director

## **JOB RESPONSIBILITIES:**

Performs basic and advanced mechanical maintenance and custodial duties for the Authority's office and developments.

## **QUALIFICATIONS:**

- Must possess a valid Ohio Driver's License and be acceptable to the Authority's automobile insurance provider
- Must provide proof of eligibility to work in the United States
- Must be able to deal with culturally diverse populations and perform within strict ethical standards
- This position may require additional training and travel to meet performance expectations

## **CERTIFICATION REQUIREMENTS:**

None upon initial hire; Fair Housing training and related trade licenses within one year of employment.

## **ESSENTIAL FUNCTIONS OF THE POSITION:**

- Performs preventive maintenance function on all mechanical systems. (Furnaces, boilers, air conditioning units, etc.)
- Completes work orders in residential units for Turtle Creek and each development, as necessary.
- Assists in the preparation of apartments for occupancy, including cosmetic and mechanical repairs. (PLUMBING, CARPENTRY, PAINTING, ELECTRICAL)
- Assists in the general grounds works including mowing, edging, leaf collection, litter abatement, flower & tree planting, and parking lot repair.
- Provides general building custodial duties as needed including vacuuming, dusting, mopping, and waxing of floors, and other cosmetic work.
- Assists in snow removal utilizing both motorized and manual equipment.
- All other duties as assigned.

## **MINIMUM ACCEPTABLE CHARACTERISTICS:**

**Knowledge of:** Agency policies and procedures; department goals and objectives; department policies and procedures; workplace safety practices and procedures; personnel rules and regulations; English grammar and spelling; HUD rules and regulations.

**Skill and/or Experience:**

- High School diploma or GED required; Trade School and vocational training preferred.
- Ability to lift 80 pounds.
- Prior experience in a similar position is preferred but not necessary.
- Must be able to work self-directed and be productive without constant supervision.

**Ability to:** apply mechanical principles to problems solve; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; prepare accurate documentation; communicate effectively; develop and maintain effective working relationships; travel to and gain access to various work sites.

**EQUIPMENT OPERATED:** This position's incumbent will be required to operate a variety of motorized equipment including cars, trucks, tractors, and handheld devices.

**HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The essential functions of this job require the encountering of irate clients or individuals and may be exposed to environmental factors including cold, excessive heat, noise, fumes, dirt, contagious diseases, unsanitary conditions, insect infestation, bodily wastes, odors, common office chemicals, and may involve lifting of up to 80 pounds

**SALARY AND BENEFITS:** Salary starts at \$23.00/hr. Benefits include Public Employees Retirement System, Medical, Dental, Vision and Life Insurance, Paid Time off. 14 holidays per year.