

MAINTENANCE TECH I BUFFALO HOUSING AUTHORITY

ESSENTIAL FUNCTION

Perform property and equipment maintenance, landscaping, snow removal, and other activities required to effectively maintain Buffalo Housing Authority properties.

DUTIES

1. Perform a variety of maintenance and repair tasks listed in Qualifications/Responsibilities below
2. Respond to tenant service requests; identify problems and perform corrective actions
3. Participate in on-call duty and respond to after-hours emergency maintenance calls as needed
4. Operate maintenance equipment, including but not limited to; tractors, snow blowers, lawnmowers, roto-rooters, saws, drill press, sanders and carpet cleaners, and various hand tools to complete required tasks
5. Request Executive Director authorization as needed for the acquisition of materials, supplies, and equipment needed to complete Work Orders
6. Consistently adhere to responsible safety practices
7. Instruct tenants regarding basic upkeep and maintenance, i.e.: the location and operation of electrical breakers, etc.
8. Prepare vacant units for occupancy consistent with unit turn expectations
9. Identify and inform Site Manager of lease violations
10. Perform other tasks as assigned by Site Manager and Executive Director

SUPERVISION

The Maintenance Tech I is directly supervised by the Site Manager.

QUALIFICATIONS/RESPONSIBILITIES

Any combination of training and experience that equates to completion of high school plus two years of general construction and maintenance work. General knowledge of all areas of the building trades; painting, glazing, carpentry, plumbing, electrical, grounds maintenance, equipment servicing, janitorial practices and use of cleaning chemicals. Functional knowledge of power and hand tools used in construction and repair; and mechanical aptitude required to perform tasks.

Specific requirements include, but are not limited to, a general knowledge and ability to perform the following:

1. Plumbing
 2. Identify plumbing problems and repair and replace as needed
 3. Repair and replace kitchen and bath fixtures, including toilets and vanity
 4. Regulate hot water heating systems
 5. Clean sewer and drain lines
 6. Water heaters – relight, replace
 7. Repair/replace pipe (copper, threaded iron, Pex)

8. Maintain and repair lawn sprinkler systems
9. Carpentry
 - a) Counter tops – repair or replace
 - b) Doors - install and repair interior and exterior doors, door hardware
 - c) Kitchen cabinets – rebuild, repair and/or install
 - d) Walls - Drywall repair (patch, texture, paint)
10. Electrical
 - a) Identify faults and repair of washers, dryers, stoves, refrigerators, dishwashers and other appliances
 - b) Replace switches, outlets and interior and exterior light fixtures
 - c) Reset breakers, replace fuses
11. Heating

Basic heating system repairs, including; clean and service the unit, replace filters
12. Landscaping
 - a) Operation of power lawn tools
 - b) Trimming and removal of hedges and trees
 - c) Watering and general lawn care, including mowing and trimming
 - d) Application of fertilizers and herbicides
13. General Preparation of Vacant Units
 - a) Schedule replacement of floor coverings as needed
 - b) Paint interior
 - c) Clean carpets, floors, stoves, refrigerators, baths, windows and walls
 - d) Remove trash
14. General Equipment Repair
 - a) Perform preventative maintenance on all maintenance equipment
 - b) Repair power tools

LICENSES AND CERTIFICATIONS

Maintain a good driving record to remain insurable with the Buffalo Housing Authority at all times.