



Housing Authority of the City of Winston-Salem Classification Description

Classification Title: Maintenance Technician
Department: Property Management/Capital Improvements
Reports To: Maintenance Supervisor

Grade: 3
FLSA Status: Nonexempt
Status: Full Time

General Statement of Job

The Maintenance Technician performs unskilled and semi-skilled tasks on buildings, grounds, appliances, equipment, heating and cooling systems. This position may perform other related work as required and could be required to work emergency on call if needed.

Specific Duties and Responsibilities

Essential Functions:

- Performs or assists in the repair of plumbing tasks such as repairing or replacing faucets, valves, fixtures, unclogging drains, toilets, lavatories and sinks and installation of water heaters and fixtures.
- Performs or assists in the repair of heating and cooling equipment.
- Performs or assists in the repair or replacement of broken or damaged floor tile.
- Performs or assists in the installation, maintenance and repair of doors, windows, locks, roofs, gutters, downspouts and more complicated maintenance tasks.
- Performs preventative maintenance tasks on buildings, appliances, equipment, plumbing items, heating and cooling systems, doorbell systems, water heaters, etc.
- Performs or assists in the preparation and painting of exterior and interior surfaces, walls, ceilings, baseboards and trims by using brushes, rollers or spraying equipment.
- Cleans vacant units and prepares for occupancy. May be required to clean, repair and install appliances such as ranges and refrigerators.
- Repairs broken windows, screens, storm doors, door or window closures, mirrors, medicine cabinets, vanities, etc.
- Maintains grounds by picking up debris, mowing, edging, trimming and performing advanced landscaping tasks as directed.
- Removes snow or ice from paths, roads, walks, stairs, driveways and parking areas by using hand and power equipment.
- Performs other related duties as required.

Education, Experience, and Licenses

- High School diploma or GED required.
- One to two years experience; or an equivalent combination of education and experience.
- HVAC, plumbing, electrical or carpentry certification preferred.
- Valid North Carolina Driver's License required.

Knowledge, Skills, and Abilities

- Knowledge, initiative, and use of good judgment to work independently and with others and to follow directions.
- Working knowledge of and skill in the application of plumbing installation and repair techniques, Ability to read blue prints, drawings and other technical documents.
- Ability to perform complicated building maintenance work.
- Knowledge of occupational hazards and safety measures.
- Ability to understand and carry out oral and written instructions in the English language.
- Ability to work in hazardous and adverse conditions, such as sleet, snow, rainstorms, heat, cold, dust and dirt, as well as cramped in high places.
- Ability to do extensive waling, climbing kneeling and bending.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computers for word processing and/or accounting purposes.
- Ability to use or repair small/light equipment, such as power tools.
- Ability to use or repair medium equipment and machinery, such as vehicles or commercial mowers.
- Ability to use or repair heavy or complex machinery, such as HVAC systems, construction equipment, or water plants.

Physical Demands/Work Environment

While performing the duties of this job, the employee is frequently required to see, hear, or speak. The employee is occasionally required to stand and walk. Requires the ability to lift, push and/or carry up to 30 pounds individually and team lift/push/pull up to 50 pounds as needed. Position requires depth, texture, and color perception, as well as the ability to smell and taste.

NOTICE: The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation.

DISCLAIMER: Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope. This position profile is intended for internal use only.