PENINSULA HOUSING AUTHORITY
Position Description

TITLE: Maintenance Repairer/Laborer **STATUS: Non-Exempt**

Summary
This position performs the basic, routine maintenance and repair of Housing Authority appliances, equipment and facilities to contribute to a safe, healthy, and functional living environment.

Scope of Responsibility
Under the supervision of the Property Manager, is responsible for the performance of the routine maintenance functions to buildings, grounds, appliances, and equipment owned and operated by the Authority. The employee in this position performs a variety of unskilled maintenance tasks in connection with repairs to and maintenance of buildings, grounds and equipment.

This position may be designated "essential worker." Essential worker means those positions as designated by the Housing Authority that respond and perform work functions during an emergency essential to the protection, health, safety, and welfare of citizens of Clallam & Jefferson Counties and to the operation of public facilities and property. The Housing Authority maintains the right to recall any employee to perform essential duties during any emergency, or to restore governmental functions during extended emergencies.

Essential Job Functions
Duties include, but are not limited to, the following:
1. Performs basic building system repair, maintenance and carpentry of all building systems such as cabinets and counters, flooring, drywall, ceilings, roofing, trim, doors, windows, paint/varnish, foundations, crawl spaces and drive/walkways. Replaces filters, thermostats, valves, and motors.
2. Restores and renovates vacate units. Demolishes items to be replaced and removes trash. Performs plumbing, electrical work, paint preparation and wall painting. Maintains floors, carpentry, and windows.
3. Performs basic plumbing maintenance and repair to bathrooms, kitchens, sprinklers, hot water systems, heating systems, clogged drains, toilets, faucets, and thermostats.
4. Performs basic electrical repair and maintenance to equipment, appliances, telephone, and cable. Repairs and replaces plugs, switches, elements/controls, phone jacks, receptacles, TV/cable receptacles.
5. Performs routine maintenance of heating, cooling and exhaust systems.
6. Applies appropriate pesticides for control of insects, rodents, and birds.
7. Assists in performing repair troubleshooting/diagnosis. Assists in assessing repair needed and determining the best remedy.

8. Assists in the requisition of replacement parts and supplies inventories.
9. Performs after hours on-call duties as needed.
10. Completes work orders in an efficient, timely manner.
11. Performs appliance pick-up and delivery.
12. Disposes of trash as needed.
13. Performs other maintenance laborer related duties as assigned.

Qualifications

Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description. The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Accepted methods and procedures used in general maintenance, repair and renovation of public, private and commercial housing
- OSHA safety requirements; state and federal environmental protection requirements, federal contracting requirements, etc.
- The work includes exposure to harsh cleaners and abrasive cleaning products and the use of hazardous chemicals such as pesticides and herbicides requiring the knowledge of proper safety procedures in the use of such chemicals

Ability to:

- Recognize and act on conditions within the development that require immediate attention, maintenance, or repair
- Maintain confidentiality
- Establish and maintain positive and effective working relationships with tenants, employees, and the general public
- Understand, interpret and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals

Education and Experience Required

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

- High School Diploma or G.E.D. required and one year of trade school in areas of mechanical repairs, carpentry, electrical and plumbing. Education may be substituted for up to one year of work experience.

- Two years of maintenance work experience required. Also, experience using equipment such as a variety of hand construction and repair tools and equipment, including saws (hand and power), drills, plumbing tools, electrical tools, sanders, and ladders.

Working Conditions

Work is conducted in a non-smoking standard office setting. Work environment is both formal and informal, team and autonomy-oriented, having variable tasks, pace and pressure. Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, moving about inside the office, maintaining a stationary position, positioning self to operate office equipment including knobs and dials. OCCASIONAL positioning self to move beneath desk areas and near floors, and to place or retrieve objects above and at average shoulder height, moderate positioning to manipulate reference books and manuals. Must be able to perceive computer screens and printed documents and to operate office equipment. Must be able to discern speech and sound in the audio range typical of a busy office environment.

- Must be fitted for and medically cleared to wear a negative pressure half-face respirator/mask.
- Must have good manual dexterity including hand/eye coordination, finger dexterity, etc., in repairing and/or replacing machine parts and in performing related maintenance tasks.
- The individual must be capable of performing the above described functions under a variety of circumstances involving heavy lifting of machinery, furniture and/or appliances, and supplies (70% of the time, up to 30 pounds, 30% of the time up to 50 pounds, occasionally up to 100 pounds) with only the use of a hand truck or with the assistance of another employee. Materials and equipment may be lifted from two to four feet and carried for up to twenty yards.
- Must be capable of placing and removing supplies and equipment from above-the-head shelving and other storage areas. Activities also require the individual to bend (90 degrees), stoop, crouch, climb, twist (to 180 degrees), turn, and work above-the-head on a recurring, repetitive, and often continuous basis in the course of performing job duties. The individual must also be capable of accessing and working in confined spaces such as crawl spaces and/or attics, and must often perform work from a horizontal position (such as working under sinks, etc.). The individual is required to perform these movements without a significant risk of injury, or to otherwise demonstrate or explain how s/he can perform the essential functions listed above.
- Must be able to climb stairs and ladders and work at heights sometimes exceeding twenty (20) feet (often including the lifting of heavy objects such as 4' x 8' sheets of plywood).
- Due to exactness required in the pouring of paint, the performance of electrical and plumbing tasks, and the operation of motor driven equipment, good vision and hearing skills are required.
- This position is required to work indoors and outdoors in all weather conditions and is subject to heavy and strenuous work. May encounter undesirable pests.

Additional Requirements

Possession and retention of a valid Washington state driver's license. Pre-employment tests and examinations, including, but not limited to physical examination regarding bona fide occupational qualifications, drug testing, extensive background checks and other related components which are based on the specific demands of the position. Successful completion of all exams, tests, and background checks is a condition of employment. Responsible to apply extensive, in-depth knowledge of public sector operations methods in accordance with applicable provisions of the Revised Code of Washington.

The employee normally works day shift, forty (40) hours per week, but must be willing to respond to recall on a twenty-four hour basis, seven days per week.

Employees hired on or after June 1, 2011 must not use tobacco products on or off the job, including but not limited to smoking cigarettes and/or chewing tobacco. Nicotine testing may be required.

The Authority complies with all laws and regulations relating to employment, including the Americans with Disabilities Act and the Washington Law Against Discrimination. The Authority does not discriminate on the basis of handicapped status in the admission or access to its federally assisted programs or activities. The Authority reserves the right to revise or adjust job descriptions, job assignments and job duties at any time. Nothing in this document should be interpreted as a contract with or any other obligation of the Authority.

By the employee's signature below, the employee acknowledges that they have read this job description and understand their duties and responsibilities.

_____ _____

Signature Date