



Facilities Maintenance Technician-Full and Part-time

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the supervision of the Maintenance Manager, the Maintenance Technician performs all tasks related to the care and upkeep of properties owned and managed by The Grand Forks Housing Authority in compliance with regulations and policy to assure our properties are safe, sanitary, and attractive for our residents, visitors, and staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Maintenance Manager.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

- Responsible for the care and maintenance of GFHA properties. Routinely check motors, switches, pumps, and mechanical equipment to insure all are in good working condition. Report items which are not working properly to the Maintenance Manager.
- Make alterations and repairs to interiors and exteriors of newly vacated apartments to make them ready to rent. This include such tasks as drywall repair, painting, installing carpet/vinyl, HVAC repair, repairing electrical appliances and plumbing fixtures.
- Ability to work independently, be organized, be self-motivated, take pride in their workmanship, and have excellent time management skills.
- Perform all maintenance tasks as assigned including preventative and corrective maintenance.
- Keep accurate records regarding work orders, apartment turnarounds, and annual inspections.
- Check all common areas daily for needed maintenance to maintain safe conditions for the residents.
- Report to the Maintenance Manager any deficiencies in maintenance, security, safety, liability or energy conservation.



- Care for grounds, trees, shrubs, and grass on the property. Pick up trash as needed to ensure an attractive curb appeal.
- Will be required to be on-call based on a rotation schedule.
- Other duties as assigned.

QUALIFICATIONS (Knowledge, Skills and Abilities)

Skills: Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities; Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Abilities: Interact with people of varying social, economic and ethnic background; Prepare clear and concise reports; Operate and use a computer and mobile phone.

- High School Diploma or GED.
- Minimum one year experience in building maintenance work.
- North Dakota driver's license with a clean driving record.
- Experience with minor plumbing, carpentry, and electrical tasks..
- Ability to lift and carry up to 75 pounds.
- Ability to bend, stoop and sufficient agility to perform required repairs.
- Ability to utilize lawn care equipment and snow removal equipment.
- Ability to climb ladders to heights up to 12 feet.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site; work with computers; exposure to inclement weather conditions; transmittable diseases.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing and walking for prolonged periods of time.

Letters of Interest and Resumes will be accepted until position is filled and should be submitted to: gfhajobs@thegfha.org