

HOUSING AUTHORITY OF THE CITY OF LAWRENCEVILLE

Job Description

Position Title: Maintenance Aide	FLSA Status: Non-Exempt
Reports To: Maintenance Supervisor	
Salary Range: \$10-\$12/hour	Last Updated: 03/01/2017

Employee name:	Hire date:
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POSITION OVERVIEW

This is skilled work at the sub-journeyman level. Performs maintenance, painting, grounds care and custodial duties as assigned. Duties include, but are not limited to: painting, basic electrical repairs, basic plumbing repairs, basic carpentry repairs, mowing with push-type and riding mowers, edging, trimming, raking and debris pick-up, reseeding, fertilizing, installing and repairing curbing, pavement and sidewalks, cleaning out vacant units, cleaning offices and common areas around offices, providing labor support to other maintenance mechanics and any other tasks as assigned.

DUTIES AND RESPONSIBILITIES

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the work load. The functions listed are also examples of duties that may be required and in no way imply a contractual agreement between the employer and employee or affect the at-will relationship between the parties.

GROUNDS

- Performs specific grounds care tasks in accordance with established procedures. The tasks include, but are not limited to: mowing, trimming, edging, pruning, fertilizing, watering, reseeding; applying fungicides, herbicides, insecticides and sterilants; sweeping walks and drives; patching parking lots and drives; repairing signs; and trash pick up.
- Operates and maintains powered grounds care equipment such as tractor mowers, riding mowers, push mowers, edgers, trimmers, vacuums, blowers, sprayers, spreaders and chain saws.
- Uses and maintains non-powered grounds care equipment such as shovels, axes, hoes, wheelbarrows, saws, trimmers and hedge clippers.
- Transports trash and debris to landfill using a predetermined route of travel.

BUILDINGS

- Prepares vacant units for occupancy by way of washing walls, stripping and buffing floors, cleaning appliances and windows and other duties as instructed
- Performs minor maintenance tasks such as repairing washers; unstopping sinks, tubs and commodes; repairing commodes and drain pipes; replacing ceiling or wall receptacles, light switches or blown fuses; equipment; etc.

PAINTING

- Prepares walls and other surfaces for painting; uses brush & roller to apply paints and other finishes to building interiors and exteriors.
- Applies caulk; applies putty to defects in woodwork; repairs cracked and damaged plaster; mixes paint.
- Sets up ladders and scaffolding; moves and covers furniture and woodwork; cleans brushes, rollers, and other painting equipment.
- Practices safety precautions and safety consciousness at all times.

RELATED DUTIES AND ACTIVITIES:

- Reports to immediate supervisor any items requiring maintenance as well as any unusual or unsafe conditions.
- Assists Maintenance Mechanics with general maintenance duties in the installation and repair of gas, sewer and water lines, the installation or repair of plumbing fixtures, preventative maintenance inspections and repairs or other similar activities.
- Applies pest control chemicals for roaches, ants, mice, rats and other pests.
- Participates in off-shift and weekend overtime work as scheduled.
- Performs other duties as directed.

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of cleaning materials, equipment and methods commonly employed in the custodial care and cleaning of buildings, facilities and equipment.
- Knowledge of tools and equipment used in painting.
- Knowledge of general grounds cares equipment, procedures and maintenance.
- Ability to exercise care in the use of materials, equipment and tools.
- Ability to follow oral and written instructions.
- Ability to perform tasks requiring moderately heavy manual work.
- Knowledge of current trends in effective property maintenance. Ability to proactively modify operational or technical approach to maximize the performance of assigned properties.
- Knowledge of the Authority's facilities, including location, structure, and layout including associated utilities.
- Knowledge of basic maintenance techniques and skilled trades, as required, to complete assigned tasks.
- Ability to effectively complete paperwork related to assigned tasks including correctly completing work orders and correctly accounting for parts and materials.
- Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, professionals, residents, HUD, and local, state, and federal officials. Ability to communicate with people from a broad range of socio-economic backgrounds.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE

This position requires graduation from an accredited high school with a degree; a minimum of three years experience maintaining multifamily rental property; or any equivalent combination of education, training, and experience that provides the required knowledge and abilities.

PHYSICAL REQUIREMENTS

This position is required to work in less than ideal conditions, including noise, high-traffic areas, rough terrain, and undeveloped areas. The incumbent must have the ability to access all portions of their assigned site during normal operation and during active construction or modernization. The incumbent must access all areas of a property including the attic, basement, or crawl space and must be able to work/inspect in wet, damp, hot, cold, or dusty places. Must be able to work while standing for extended periods of time. Must be able to lift and move up to 65 pounds without assistance.

SPECIAL REQUIREMENTS

- Possession of a valid Georgia driver's license.
- Must be able to be covered under the Authority's property (vehicle) insurance policy.
- Must be bondable.