

Position Description

Maintenance Aide B

I. Introduction

The incumbent of this position serves as Maintenance Aide B for Temple Housing Authority. The mission of the organization is to provide decent, safe and sanitary housing to persons of low income. This employee has the primary responsibility for activities which relate to the task of meeting THA's mission by performing maintenance functions at all properties owned or managed by the Temple Housing Authority. Maintenance Aide B tasks are accomplished in accordance with federal, state and local regulations and in accordance with THA policies and procedures.

II. Duties and Responsibilities

- A. Performs minor repairs to equipment and structures. Assists skilled mechanics in the performance of tasks.
- B. Painting and cleaning of apartments for occupancy.
- C. Cleaning of appliances.
- D. Window and screen replacement or repairs.
- E. Floor care to include buffing, waxing, stripping and carpet shampooing.
- F. Minor electrical repairs (lights, switches and outlets).
- G. Minor carpentry repairs of sheet rock and trim.
- H. Minor plumbing repairs.
- I. Executes service calls which require only minimal skills.
- J. Operates tractor with loader and backhoe and drives vehicles between various locations of work.
- K. Respond to off-duty emergency maintenance problems at all THA properties.
- L. Performs other duties as required.

III. Education/Skills

A. Equipment

Employee must be able to operate simple mechanical and power hand tools, cleaning machines, pickup trucks and other miscellaneous equipment.

B. Crafts / Trades

Must have basic skills and knowledge of electrical, plumbing, carpentry, painting, heating / air conditioning, and housekeeping.

C. Interpersonal Skills

Employee must exercise tact and diplomacy in dealing with THA staff and residents, being careful to avoid confrontation or arguments. Employee must manifest exemplary professional courtesy and conduct at all times.

D. Education

High school diploma or GED preferred. Employee must possess reading and writing skills that will enable the employee to comprehend written materials such as safety instructions, assembly instructions, and warnings and complete work orders.

IV. Working Conditions

Incumbent is required to work indoors and outdoors in inclement weather.

V. Physical Requirements

Employee must be able to perform the essential functions of the job. This position requires the employee to be able to perform activities such as standing, lifting up to 60 pounds, walking, bending, stooping, climbing ladders, operating Housing Authority equipment, working in cramped positions, working on roofs and at heights of 80 feet or less.

VI. Other Requirements

A. Employee must possess valid Class C driver's license and have a driving record which will meet requirements of the THA auto insurance company.

Employee must protect insurability by driving in such a manner both on and off the job so as not to be found guilty of DWI or have been issued a number of traffic violations which result in cancellation of the employee's coverage or an increase in rates. Upon such notice, the THA Executive Director may terminate the employee for misconduct related to the job.

B. Employee must not be involved in the unlawful manufacture, distribution, possession, dispensation, or use of a controlled substance. The THA Executive Director may terminate the employee for these practices.

C. Employee is required to furnish those hand tools which are necessary to complete regular job responsibilities.

VII. Supervision Received

This position is under the direct supervision of the Maintenance Director.

Certification: I have read and understand the above position and I agree to fulfill all the job requirements.

Employee's Signature

Date