MAINTENANCE I

DEFINITION
Under direct supervision, the Maintenance I will assist in general housing maintenance work required to maintain Authority units in decent, safe, and sanitary conditions and performs a variety of repair tasks in the field of housing maintenance.

EXAMPLES OF IMPORTANT & ESSENTIAL DUTIES
• Performs a variety of repair tasks in a specific field of housing maintenance.
• Performs all housing maintenance tasks.
• Operates all lawn care equipment, waters grounds, trims hedges and trees, weeds flower beds, etc.
• Cleans community buildings and offices, by dusting, washing windows and walls. Vacuums, sweeps, mops, and waxes floors. Cleans bathrooms, shampoos and cleans carpets.
• Moves office furniture, digs up broken water lines, clears sidewalks of snow in winter.
• Assists Maintenance II employees in the repair of Housing Authority equipment and units.
• Supervise community service workers and/or volunteers.
• Performs extermination processes to eliminate and prevent infestations.
• Participates in dwelling and other unit inspections using the UPCS guidelines and determines interior and exterior repairs.
• Performs related work as required.

EMPLOYMENT STANDARDS
1. MINIMUM EDUCATION AND EXPERIENCE
• Graduation from High School or equivalent.
• One year working experience in general housing maintenance and repair.

2. REQUIRED KNOWLEDGE, SKILLS & ABILITIES
• Ability to maintain effective working relationships with Housing Authority employees, residents, other agencies and the general public.

3. ADDITIONAL REQUIREMENTS
• Ability to work in a typical office setting and operate standard office equipment, including telephones, radios and copiers.
• Ability to be able to lift and/or carry objects and/or materials up to 50 lbs.
• Ability to drive a motor vehicle as required to perform job requirements or obtain agency-directed training.
• Ability to work in all weather conditions.
• Possession of a valid Nevada driver’s license with a good driving record.