



# Housing Authority of the City of Reno

---

## **MAINTENANCE I**

DEPARTMENT: Asset Management  
REPORTS TO: Director of Asset Management  
EXEMPT/GRADE: Non-Exempt / Grade 16

### **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.