MAINTENANCE TECHNICIAN

DEFINITION
Under general supervision, the Maintenance Technician is responsible for supervising maintenance that are assigned to properties under Asset Management. This position oversees development and maintenance projects and coordinates with Agency staff required for the project. The Maintenance Technician responsibilities include coordinating and planning maintenance activities, analyzing reliability issues, equipment needs, and predictive or preventative maintenance programs, checking a building’s hydraulic or electrical systems, and overseeing upkeep activities at a property. The Maintenance Technician assists with planning, scheduling, training, creating, implementing, and the completion of all maintenance-connected activities for the properties owned and/or managed by the Agency.

EXAMPLES OF IMPORTANT & ESSENTIAL DUTIES
• Evaluates to make recommendations for improvements to the Capital Fund Plan regarding maintenance procedures, policies, materials, and training, to prevent recurrence of the problems identified.
• Reviews and makes recommendations to plans/specifications and contracts for larger capital projects.
• Reviews and implements procurement practices and make recommendations to ensure monetary budget savings.
• Determines supplies and materials needed to perform repair work, and initiates requests for purchase of equipment, supplies and materials.
• Assists and makes recommendations to management and development staff on maintenance techniques to improve standards of property maintenance and provide solutions for efficient and effective work methods to ensure proper and timely completion of work.
• Oversight of mentoring, training, and assisting maintenance on various duties within their role.
• Conducts quality control inspections, physical property assessments, and assures completion of work orders.
• Visits each property and conducts periodic inspections to review in detail curb appeal, common areas, and maintenance shops.
• Conducts quality control calls/visits with residents to gage resident satisfaction and provide feedback for work performed by team.
• Reviews maintenance work and makes sure it is in line with federal, state, city, and county regulations.
• Conducts physical inspections prior to and with all HUD and required audits/inspections.
• Responsible for key management and creating keys as needed.
• Performs condition and preventative maintenance inspections on low-pressure boilers, air conditioning systems, heating systems, plumbing, electrical systems and compressors, and hydronic systems.
• Create, implement, and monitor the preventive maintenance programs for all the properties under Asset Management.
• Ensure that the property and maintenance teams maintain a professional image and attitude in keeping the objectives of the Agency and residents well-being in mind.
• Meet with development, vendors, and contractors to review bids and help with the oversight of work being conducted at the property.
• Set up educational seminars for maintenance staff.
• Conducts “toolbox” talks for ongoing training on safety and other topics. To ensure proper and safe working habits and practices; enforces safety precautions; makes periodic inspections to ensure safe working conditions; and practices are followed.
• Steps in for Maintenance II and performs duties as needed.
• Supervise Maintenance II, Maintenance I, community service workers and/or volunteers, if applicable.
• Performs skilled, routine and emergency building maintenance tasks involving carpentry, painting, plumbing, heating, refrigeration, electrical and mechanical work, and hydronic systems.
• Acts as the liaison between Maintenance and Director of Asset Management.
• Reports directly to the Director of Asset Management.
• Ability to step in and assist after hours service calls
• Performs related work as required.

EMPLOYMENT STANDARDS
1. MINIMUM EDUCATION AND EXPERIENCE
   • Graduation from high school or equivalent.
   • Five years skilled work experience in housing maintenance and repair and/or equivalent combination of experience, education, and training.
   • Two or more years of supervisory experience.
2. REQUIRED KNOWLEDGE, SKILLS & ABILITIES
   • The ability to apply the principles, practices, materials, and equipment involved in building maintenance and rehabilitation.

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Established: unknown
Knowledge of safety and health standards.

Knowledge of mechanical systems and the ability to maintain and repair such systems.

Knowledge of backflow irrigation systems and design.

Knowledge of principles and techniques for several of the building construction trades, elements of housing construction including drywall, roofs, ceiling and floors, framing, electricity, heating and plumbing.

Ability to perform all duties of Maintenance II and assist in training/evaluation of Maintenance II, Maintenance I and temporary Janitor/Laborer positions.

Knowledge of methods and procedures in repairing household appliances such as refrigerators and stoves, and the use and routine maintenance of power and hand tools.

Ability to prepare and present reports.

Knowledge and ability to adhere to HUD procurement, UPCS/REAC criteria and Capital Fund.

Ability to maintain effective working relationships with Agency staff, residents, and contractors.

Ability to lead and mentor others motivating and holding team members accountable

Strong communication skills to effectively interact with residents, vendors, and team members.

Must be well informed of modern technology and able to adapt to technology-based procedures and policies.

3. ADDITIONAL REQUIREMENTS

Ability to obtain certifications as directed by the Agency as they relate to the position.

Ability to work in a typical office setting and operate standard office equipment, including computers, telephones, radios, and copiers.

Ability 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.