

# ABILENE HOUSING AUTHORITY

## Job Description

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<b>Position:</b> Building Maintenance Worker	<b>Program Affiliation:</b> LRPB
<b>Reports To:</b> Maintenance Crew Chief	<b>Salary Range:</b> \$12.90 - \$18.96
<b>Position Type:</b> Hourly	<b>Revision Date:</b> December 2019

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### **SCOPE:**

The Maintenance Worker will be responsible for general maintenance in Public Housing units, AHA building grounds and offices. Performs general plumbing, electrical and carpentry repairs, lawn care, and other duties as assigned.

### **ESSENTIAL FUNCTIONS:** include, but are not limited to:

- Assisting with Office Maintenance
- Assisting with Site Cleanup
- Maintaining Lawns (mowing, edging) and perform PMS on lawn equipment
- Inspecting and Maintaining Playgrounds
- Check and service Irrigation Systems
- Repair/replace appliances, such as refrigerators and stoves.
- Perform minor repairs to damaged walls, doors, floors, etc.
- Operate lawn mower and use landscaping tools to maintain appearance of Public Housing sites and AHA offices.
- Respond to On-Call emergencies (rotating basis).
- Conduct inspections and assist with preparations for REAC inspections.
- Attend required trainings.
- Perform additional duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- High School Graduate or GED minimum requirement.
- Knowledge of general maintenance.
- Ability to work indoors and outdoors.
- Good verbal, communication and written skills.

### **PREFERRED QUALIFICATIONS:**

- Two (2) years of work experience in general maintenance.

**REQUIRED JOB TRAINING:**

\*All required trainings are agency-provided

1. UPCS Fundamentals Training
2. Hands-On Electrical Training
3. Hands-On HVAC Training

**Physical Requirements**

- Must be able to work indoors and outdoors.
- Must be able to lift/ carry 30 + lbs.

**Other:**

- Candidate should have a positive attitude, great customer service skills, and ability to handle various tasks within tight deadlines.
- Must possess and maintain a valid driver license in state of Texas, and maintain an insurable driving record under the terms and conditions of the AHA auto liability policy; and have no more than 4 accumulated points in 3 consecutive years.