

ABILENE HOUSING AUTHORITY

Job Description

Position: Lead Maintenance Tech

Program Affiliation: LRPB

Reports To: Assist PH Manager

Salary Range: \$22.55 - \$33.11

Position Type: Hourly

Revision Date: Mar 2026

SCOPE:

The Lead Maintenance Technician performs advanced maintenance and repair work while providing day-to-day oversight and guidance to maintenance staff. This position ensures Public Housing properties are maintained in safe, sanitary, and code-compliant condition in accordance with HUD standards and AHA policies. The Lead Maintenance Technician assists with scheduling, quality control, and training of maintenance personnel.

ESSENTIAL FUNCTIONS:

- Perform skilled maintenance and repairs in plumbing, electrical, carpentry, HVAC, drywall, flooring, and appliance repair.
- Diagnose complex maintenance issues and determine appropriate corrective actions.
- Prepare vacant units for occupancy in compliance with HUD inspection standards.
- Conduct preventative maintenance inspections of units, buildings, and grounds.
- Ensure compliance with HUD's National Standards for the Physical Inspection of Real Estate (NSPIRE) or other applicable federal standards.
- Respond to emergency maintenance calls, including after-hours situations as assigned.
- Maintain tools, equipment, and inventory of supplies.
- Provide daily direction and work assignments to maintenance staff.

- Monitor completion and quality of work orders.
- Assist supervisor with scheduling, prioritizing tasks, and coordinating projects.
- Train new maintenance employees in proper procedures and safety standards.
- Ensure adherence to OSHA regulations and Housing Authority safety policies.
- Maintain accurate records of work performed and materials used.
- Assist with contractor oversight when necessary.

MINIMUM QUALIFICATIONS

- High school diploma or GED required.
- Three (3) to five (5) years of progressively responsible building maintenance experience.
- Demonstrated experience in at least two skilled trades (plumbing, electrical, HVAC, carpentry, etc.).
- HVAC certified
- Prior supervisory or lead experience preferred.
- Valid driver's license and acceptable driving record.
- Ability to pass background screening required for public housing employment.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Strong working knowledge of residential building systems.
- Knowledge of HUD regulations and public housing inspection standards preferred.

- Ability to read blueprints, technical manuals, and work orders.
- Strong leadership, communication, and organizational skills.
- Ability to manage multiple priorities and meet deadlines.
- Physical ability to lift up to 50 lbs., climb ladders, and work in confined spaces.

OTHERS:

- Work performed indoors and outdoors in varying weather conditions.