

GENERAL STATEMENT OF DUTIES:

This is a full-time position with benefits.

This position is responsible for the day-to-day maintenance operations of a multi-family housing project and a variety of rental properties owned and managed by Northeast Oregon Housing Authority. General maintenance including the interior and exterior of units and lawn care/curb appeal for properties are the primary focus of this position; some clerical work pertaining to material ordering and work order tracking can be expected.

SUPERVISION RECEIVED:

Works under the general supervision of the Executive Director and the direct supervision of the Asset Manager.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

1. Develop plans and procedures for efficient and timely completion of work.
2. Maintain records in an orderly fashion.
3. Communicate effectively orally and in writing with office staff and residents.
4. Establish and maintain effective working relationships with supervisor, subordinates, co-workers, residents, contractors, and the general public.
5. Prepare recommendations and reports as required.
6. Responsible for the general maintenance and curb appeal of assigned properties including but not limited to units, grounds, exterior, and parking lots.
7. Perform a wide variety of electrical, plumbing, and carpentry tasks.
8. Perform seasonal tasks as needed such as lawn mowing and snow removal.
9. Perform routine scheduled maintenance including but not limited to changing air filters, pressure washing, blowing out sprinkler systems, gutter cleaning, and painting.
10. Be available on-call for emergency calls on a regular basis after hours and on weekends.
11. Perform Preventative Maintenance Inspections in addition but not limited to Pre-Vacate, Post Vacate, and Move Out inspection.
12. Responsible for unit turnover; to include general maintenance and deep cleaning.
13. Maintain a working knowledge of occupational hazards and appropriate safety precautions.
14. Maintain shop inventory.
15. Exercise control for pests such as wasps, bees, ants, fleas, and bed bugs.

DESIRED EXPERIENCE AND TRAINING:

Graduation from an accredited high school or possession of a GED Certificate, experience working with the public in a social service setting, and some experience in housing or housing related area, training in housing management may be substituted for experience.

1. Experience in multifamily maintenance and experience involving public contact preferred.
2. Valid driver's license, with a clean driving record.
3. Ability to drive a pickup truck.
4. Ability to read, understand and work from sketches and blueprints.
5. Ability to understand oral and written instructions.
6. Must have basic computer knowledge, ability to send and receive emails, type letters, take photos and attach to emails, and other forms of electronic communications.
7. Formal training or experience in the following areas: carpentry; light plumbing work; light electrical work; painting; refurbishing, and pass the Housing Authority's "Maintenance Test".
8. Willingness to pitch in and work in areas other than repairs and maintenance, i.e. janitorial, custodial, gardening, painting, etc.
9. Physical aspects of the job may require heavy lifting over 50lbs, bending, kneeling, stooping, climbing, balancing, and carrying.

END**08/21**