



# Maintenance Technician

## POSITION DESCRIPTION

<b>JOB CLASSIFICATION:</b>	<b>Non-Exempt</b>
<b>SUPERVISION EXERCISED:</b>	<b>None</b>
<b>TEAM:</b>	<b>Maintenance</b>
<b>SUPERVISOR:</b>	<b>Maintenance Supervisor</b>
<b>DATE REVISED:</b>	<b>February 10, 2025</b>

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### JOB SUMMARY

Responsible for performing routine and preventive maintenance, repairs and updates for the interior and exterior of Grand Junction Housing Authority buildings and apartment units. Inspects, maintains, and repairs building systems, equipment, and facilities by performing routine checks, troubleshooting issues, and completing repairs to ensure smooth operation and prevent potential problems.

### ESSENTIAL JOB FUNCTIONS

- Perform regular checks of building systems and structures, ensuring they function correctly and are in good condition.
- Troubleshoot, address, and fix issues related, but not limited to plumbing, electrical systems, HVAC units, carpentry, general construction, appliances, drywall, and other in-unit necessities.
  - Examples include, but are not limited to: sweating fittings, drain repairs, sink and tub repairs, water heater repair and replacement, drain cleaning, preventive maintenance of boiler units, water heaters, and evaporative coolers, drywall repair and painting, repairs line voltage and low voltage electrical problems, repair locks and keying issues, and installation of floor coverings.
- Conduct routine inspections of safety systems, such as fire alarms and sprinklers, to ensure they are operational and compliant with safety standards.
- Prepare units for new residents, which may include painting, cleaning, or other general repair and maintenance tasks.
- Assist with the installation of new appliances, fixtures, or equipment in apartments.
- Be on-call for any emergency repairs or issues, addressing them promptly to avoid further damage or inconvenience.

- Document maintenance and repair work, ensuring records are kept up-to-date for future reference or for reporting to internal or external business partners. Responsible to adhere to inventory reporting procedures, including, but not limited to requesting materials/tools, checking out materials/tools, and documenting material/tool usage.
- Work closely with the Maintenance Supervisor and Maintenance leads, updating them about ongoing maintenance tasks, upcoming repairs, or potential issues that might require attention.
- Performs grounds work including, but not limited to include mowing, pruning, fence repairs, weed removal, leaf removal, ditch digging, irrigation repairs, cleaning areas around dumpsters, and removing snow.
- Maintenance of grounds equipment including, but not limited to oil changes, small engine repair, and trailer repair.
- Operate small grounds equipment including, but not limited to lawn mowers, weed trimmers, and leaf blowers.
- Performs custodial work on vacant units, commercial facilities and common areas. This includes, but is not limited to stripping and mopping floors, cleaning refrigerators, stoves, and small appliances. May operate a commercial floor buffing machine. Will also include cleaning units from top to bottom including kitchens, bathrooms, laundry rooms, and living spaces.
- Work on roofs and at heights with approved safety equipment.
- Monitor and manage assigned work orders through an electronic work order system. Performs electronic recordkeeping related to labor hours and materials used. Monitor and utilize electronic communications such as email, text messages, electronic team meetings through different software platforms and respond accordingly.
- Must be available to work on call and respond to 24-hour call outs as assigned. Removes snow from GJHA properties during and outside of normal business hours.
- Requires attendance at safety trainings, and routine skills training.
- Will be asked to enter occupied and unoccupied tenant units.
- Perform related duties and responsibilities as required.

#### **ADDITIONAL JOB FUNCTIONS**

- Must act at all times in a manner that is in the best interest of GJHA. Must be a team player and work in a team environment placing the interests of the team above own.
- Prepare clear and concise administrative reports. Communicate clearly and concisely, both verbally and in writing.

- Maintain direct communication with the Maintenance Supervisor and Lead Workers. Must consult with the Maintenance Supervisor and/or Lead workers if further instruction is needed or if unsure on how to proceed with any task or issue at hand.
- Must analyze problems, identify alternative solutions, project consequences of proposed actions in order to make recommendations to the Maintenance Supervisor and/or Lead Workers in support of departmental goals.
- Operate a GJHA vehicle in a safe manner. Must keep assigned vehicles in good working order, clean, organized and presentable.
- Operate both utility and end dump trailers.
- Follows all safety rules and regulations and performs work with safety in mind at all times, including, but not limited to proper ladder safety, confined space safety and high voltage electrical safety.
- Must use proper lifting techniques; must use the proper tools to lift and move items when too heavy; must ask for help lifting and moving items when needed.
- Adapt well to change in the work environment. Must work with frequent interruptions and respond calmly and professionally to emergency situations. Provide quality services to a culturally diverse population. Must be respectful and professional at all times.
- Maintain the utmost confidentiality of all applicant and tenant information.
- Establish and maintain effective working relationships with those contacted in the course of work, including but not limited to, GJHA staff, community agencies, contractors, vendors and GJHA residents. Provide general information about GJHA Programs to the public and other community organizations in a professional manner.
- Must treat people with respect and work with integrity and professional ethics, upholding the agency's values and mission. Represents the agency in a positive, professional and ethical manner at all times. This specifically includes abiding by all rules outlined in the Employee Handbook.
- Make rational and appropriate decisions.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS/SKILLS NEEDED**

- High school diploma or equivalent required. Work experience should be appropriate to this position.
- Required to perform strenuous physical labor such as shoveling snow, moving appliances, lifting 75 pounds or more, climbing stairs, stooping, kneeling, standing, walking and raising arms above head.

- Requires strong skills in organization, concentration, time management, initiative, and attention to detail. Must deal with frequent interruptions and successfully work in a variety of situations.
- Requires excellent communication and organizational skills and to exercise independent judgment and work with limited supervision.
- Requires aptitude with current technology, computers and mobile devices.
- Requires a valid Colorado Driver's License and being insurable at standard rates.
- Criminal background checks are required, and a pre-placement physical and drug screening will be required.

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Employee Name (Print)

Employee Signature

Date