

**Partners In Housing, Inc.**  
**JOB DESCRIPTION**

**This document was  
last reviewed on  
November 11, 2022**

**Job Title:** Housing Maintenance Technician

**Reports To:** Housing Operations Director

**Full Performance Period:** 3 months **Exemption:** No

**Supervisory:** Employees: No Unpaid Staff: No Volunteers: Yes Contract Workers: Yes Boards: No

**Job Titles Supervised:** Volunteers, Community Service Workers, Professional Maintenance Contractors, Contract Laborers

**General Purpose:** To maximize the availability and usage of Partners in Housing property inventory as a resource for our program and Partner families and minimize potential damage to the properties through inspecting, maintaining, and performing general repair on the buildings and grounds and exercising discretion and independent judgment with respect to the methods and priorities necessary to accomplish this. Also, to supervise the efforts of other staff, volunteers, and contractors.

**Essential Duties and Responsibilities:**

- Schedule and complete all resident maintenance requests, including, but not limited to:
  - Minor plumbing (faucet repair/replacement, under sink drain repair/replacement, bathtub faucet repair/replacement, toilet repair/replacement, garbage disposal repair/replacement).
  - Minor electrical (outlet/switch/fixture repair and/or replacement, circuit breaker replacement, outlet/switchplate replacement).
  - Door and lock repair or replacement, rekey lock.
  - Miscellaneous repair (Sheet rock, appliance replacement, miscellaneous fixture repair/replacement, painting).
  - Window screen repair/replacement.
  - Prepare and turn of all residential units upon vacating of such units by departing tenants to prepare them for re-rental.
- Determine material requirements and prices, obtain purchase approval for same and purchase as needed.
- Determine fast moving or emergency stand-by items to be stocked. Obtain purchase approval and develop stock load and reorder points.
- Provide input on maintenance schedules for routine and preventative maintenance in:
  - Homes,
  - Apartments including laundry rooms and utility rooms, and stairwells
  - Grounds maintenance.
- Coordinate the efforts of outside maintenance contractors, set up by supervisor.
- Maintain records of all work performed.
- Perform and/or help coordinate minor maintenance and up keep of Vans.
- Maintain landscaping; pull, spray weeds; fix drip lines.
- Exterminate at properties as needed.
- On call nights and weekends for emergencies (rotate out for weekends).
- Supervise volunteers for housing projects.

**This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.**

**Job Description For** Housing Maintenance Technician **(continued)**
**Decision making and Supervisory Responsibility:**

	Volunteers	Contractors	Community Serv Workers	
HIRING	N/A	R	N/A	
ASSIGNING/SCHEDULING WORK	F	F	F	
MONITORING/CONTROLLING WORK	F	F	F	
DISCIPLINE	I	N/A	F	
PERFORMANCE EVALUATION	N/A	N/A	N/A	
SALARY RECOMMENDATIONS	N/A	R	N/A	
DISMISSAL	I	F	F	
BUDGET RESPONSIBILITY	Responsible for cash purchases, issuing purchase orders and authorizing credit billing within PIH maintenance budget.			
PROPERTY RESPONSIBILITY	Responsible for inventory of materials and structures owned and managed by PIH connected with routine performance of duties .			
CONFIDENTIAL INFORMATION				

I indicates Input only

R indicates responsibility for Recommending a course of action requiring one other approval

F indicates responsibility for the Final Decision

**Minimum Requirements:**

**Education:** High school diploma or its equivalent.

**Experience:** Three years' experience doing general maintenance work involving a variety of duties, including minor plumbing, electrical, carpentry, and screen repair.

Experience supervising other staff and contract work.

**Or other background demonstrating application of the following knowledge, skills, and abilities:**

Knowledge of and ability to use hand and power tools.

Ability to perform the repair jobs listed under Essential Duties.

Knowledge of the professional maintenance services available in the community and how to access their services.

Ability to complete tasks in a prompt and well-organized fashion.

Ability to work and communicate with diverse groups in an effective and supportive fashion.

Ability to read and understand technical material and prepare work reports.

Ability to arrive at an appropriate price for a service or product and to plan the equipment, materials, and human resources necessary to do the job.

Ability to work with tenants in stressful situations and diffuse their emotions so the job can be completed appropriately.

**Physical Requirements of this position include:**
**FREQUENCY OF REQUIRED EXPOSURE/USE**

<b>WORKING ENVIRONMENT</b>	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)			X
HEAT (90 F or less)			X
HUMIDITY			X
HEIGHTS			X
NOISE			X
COMPUTER USE			X
DRIVING			X
STANDING			X
SITTING		X	
WALKING			X
BENDING			X
WORK WITH OTHERS			X
REPETITIVE MOVEMENTS		X	
<b>OPERATING MACHINERY</b>			
COPIER		X	
TYPEWRITER	X		
TELEPHONE			X
FACSIMILE (FAX)	X		
10-KEY	X		
CALCULATOR	X		
COMPUTER			X
MOUSE	X		
PRINTER	X		

**OTHER REQUIREMENTS**

VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION			X
HEARING			X
SPEECH			X
OTHER			
<b>TRAVEL:</b>			
LOCAL			X
NATIONAL	X		
INTERNATIONAL	X		

**MOVING EQUIPMENT AND SUPPLIES**

LIGHT (Under 5 lbs.)			X
MODERATE (5 to 20 lbs.)			X
HEAVY (Over 20 lbs.)			X

**DESCRIPTION OF MOVEMENT**

LIFT/LOWER			X
CARRY			X
PUSH/PULL			X
REACH ABOVE			X