



MAINTENANCE WORKER II

Effective: 1/1/03

DEFINITION/PURPOSE:

Perform specialized labor in the performance of semi-skilled and skilled general maintenance tasks involving maintenance, repair, installation, and/or limited construction at assigned Authority public housing facilities, buildings, and adjacent grounds. Ensure a high level of cleanliness of assigned areas and associated buildings/facilities, parking areas, and grounds. Assure that the work areas are uncluttered, accessible, and safe for the residents, staff and general public. Operate a variety of automotive equipment and mechanical equipment in the accomplishment of daily activities.

DISTINGUISHING CHARACTERISTICS:

This classification is the journey-level of the Maintenance Worker series. It has the responsibility for the upkeep and cleanliness of assigned Authority-responsibility areas and their adjacent grounds and the semi-skilled and limited skilled maintenance, installation, and repair of assigned areas. It is distinguished from Maintenance I by requiring in-depth knowledge of the maintenance program, and the journey-level building trades knowledge necessary to work alone. It is distinguished from Maintenance Worker III the latter classification's requirement to perform the most difficult skilled tasks, serve as a work-team leader or work alone, provide training of lower-level Maintenance Workers, and provide technical or lead direction.

SUPERVISION RECEIVED AND EXERCISED:

This classification receives direct supervision and direction from a Regional Maintenance Manager

The classification is not responsible for the supervision of any Authority classifications; however, it may provide lead direction to lower-level maintenance personnel, as assigned.

ESSENTIAL JOB FUNCTIONS: Duties may include, but are not limited to, the following:

- Clean and maintain public housing units and related facilities; Authority offices, conference rooms, break rooms, and workspaces, and related facilities and ground in accordance with work orders received or supervisory direction.

- Perform groundskeeping and landscaping functions. Mow, edge, water and trim grass areas, trim hedges, trees, and shrubs. Pull weeds and maintain flower beds. Prepare the ground and install sod. Apply fertilizers and perform limited pest control in and outside resident areas. Store, mix, and spray herbicides, fungicides, and pesticides. Follow label instructions to mix and dilute these agents to ensure proper strength for use.
- Replace sprinkler heads, broken sprinkler pipes, replace pipe sections, clear clogged sprinkler heads, reposition heads to water appropriate areas, and set sprinkler timers.
- Perform plumbing repairs and maintenance of apartment and facility water systems. Repair and install water heaters, faucets, sink drain systems, shower enclosures, gas valves, heaters, and boilers. Clean sewers and drains and unplug or replace toilets.
- Perform electrical installation and repair. Troubleshoot electrical systems, repair and upgrade wiring, diagnose electrical shorts, detect and repair faulty electronic systems.
- Install electrical appliances, such as stoves, refrigerators, range hoods, disposals, and similar units.
- Perform rough and finished carpentry. Repair door jams and baseboards. Install and repair doors, windows, and drywall. Install floor coverings, such as composition tile, ceramic tile, linoleum, stair-tread, and wooden floor. Repair and install roof coverings and fences. Perform concrete work, installing and removing forms and finishing surfaces.
- Undertake routine painting activities. Prepare walls set up for interiors for painting activities. Apply texture. Brush, roll, or spray-paint on walls, trim, or structures. Install and glaze large window elements.
- Perform routine locksmith tasks. Change locks, make keys, and distribute keys in accordance with Authority policy.
- Utilize, operate, and maintain a variety of hand tools and equipment used in the performance of assigned duties. Utilize necessary and available power tools and equipment.
- Seek repair of damaged/inoperative equipment.
- Adhere to safe work practices and procedures for all activities. Use available safety equipment.
- Estimate time, materials, and equipment usage for all job assignments. Requisition materials required, request local purchase of needed materials as appropriate. Maintain time logs for all assignments and prepare personal time sheets.
- Operate various motor vehicles used in the course of daily duties and other assigned duties. Perform routine vehicle and equipment maintenance and make vehicle and equipment maintenance and equipment safety checks.
- Respond to emergency situations, as called.
- Maintain a professional and cordial attitude towards co-workers and clients.
- Maintain consistent and regular attendance.

OTHER JOB FUNCTIONS:

- Work in relief of the Maintenance Coordinator.
- Perform related duties as assigned.

SPECIAL REQUIREMENTS:

Knowledge of – Principles and practices of maintenance, repair, and installation. Equipment, tools, materials, methods, and techniques used in the assigned area of maintenance. Operation and maintenance of a variety of hand and power tools and equipment used in assigned maintenance work and safe practices related to the work. Relevant codes, regulations, and procedures. Basic shop math. Correct use of oral and written English.

Ability to – Perform difficult maintenance, repair, installation, and landscaping work. Read and understand maps, mechanical diagrams, and schematics. Establish and maintain effective working relationships with those contacted in the course of work. Communicate tactfully and effectively with the public, residents, and employees. Respond effectively to oral as well as written instructions. Communicate clearly and concisely in oral English. Follow oral and written instructions. Use and maintain a variety of hand operated and powered maintenance tools. Operate automotive equipment and hand-held radio. Organize work. Use initiative and judgment in work situations. Maintain the mental capacity of make sound decisions and the physical condition to perform the assigned duties and responsibility. Operating a personal computer and Windows-based applications programs is desirable.

Licenses and Certificates – Possess an appropriate California Driver License with a driving record acceptable to the Authority. Possession of, or the ability to obtain, an appropriate valid pesticide applicator’s license.

Physical Abilities and Work Environment – The employee must be able to stand and work for lengthy periods of time in both indoor and a variety of outdoor physical and weather environments. Possess the stamina to perform heavy labor. Walk over uneven ground, climb stairs and ladders, work at heights, stoop, bend, kneel, and work in confined places. Drive automotive vehicles. Exposure to potentially hazardous situations in responding to “on-calls” after hours. Exposure to hazardous gases, and chemical compounds that may be used in the course of work. Must possess the manual dexterity to use small tools. Be able to lift up to 50 lbs.

Other - Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work from the Immigration and Naturalization Service.

- Must be able to respond to emergency situations during off-hours, as required.
May be required to periodically be on call to cover potential emergencies.

- Bilingual fluency in English and Spanish is desirable.

- Be insurable by the Housing Authority’s insurance carriers.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Two (2) years of experience in general maintenance and repair work. Possess journey-level training in at least one of the building trades.

Education – Graduation from an accredited high school or an equivalent certificate or diploma recognized by the State of California.