



MAINTENANCE III

Effective: 1/1/03

DEFINITION/PURPOSE:

Perform specialized skilled work in the performance of general maintenance tasks involving maintenance, repair, installation, and/or limited construction at assigned Authority public housing facilities, buildings, and adjacent grounds. Provide training and lead direction to crews in the accomplishment of difficult assignments and the accomplishment of specialized work. Ensure a high level of cleanliness of assigned areas and associated buildings/facilities, parking areas, and grounds. Assure that crews leave the work areas 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. Train lower-level Maintenance Workers in the operation of mechanical equipment.

DISTINGUISHING CHARACTERISTICS:

This classification is the advanced journey-level specialist of the Maintenance Worker series. It has the responsibility for assuring that individuals and work crews take responsibility for the upkeep and cleanliness of assigned Authority-responsibility areas and their adjacent grounds. It is also responsible for the most skilled and difficult maintenance, installation, and repair of assigned areas. It is distinguished from the Maintenance Worker II class by the 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. It is distinguished from the Regional Maintenance Manager class by the latter's responsibility to plan, organize, and supervise the total maintenance effort within an assigned geographical area, and perform related administrative functions.

SUPERVISION RECEIVED AND EXERCISED:

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

The classification is not directly responsible for the supervision of any Authority classifications but provides lead direction and training to individual Maintenance Workers and work crews, as assigned.

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

- Provide specialized knowledge to, and personally perform the most technically skilled duties with, with work crews engaged in the cleaning, maintenance, repair, and construction activities in and around public housing units and related facilities. Perform similar duties in and around Authority offices, conference rooms, break rooms, and workspaces, and related facilities and grounds. Perform work activities in accordance with work orders received or supervisory direction. Serve as a work crew lead worker and specialist in performance of the most difficult work or work alone.
- Participate, as needed, in groundskeeping and landscaping functions. Mow, edge, water, and trim grass areas; trim hedges, trees, and shrubs. Pull weeds and maintain flowerbeds. 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 the most difficult and complex 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 the most difficult and complex 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 the most difficult 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 difficult 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 the most difficult and complex locksmith tasks, which include changing and re-pinning locks, and preparing master keys, as trained. Make keys and distribute keys in accordance with Authority policy.
- Meet and outline work for contractors performing maintenance, repair, and installation work for the Authority at a particular site, as assigned. Inspect resultant work to assure compliance with standards and specifications. May obtain contractor bids, as assigned.
- Perform move-in and/or move-out inspections, as assigned or requested.
- Maintain consistent and regular attendance.
- 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. Instruct others in the use of power tools and equipment.
- Troubleshoot equipment problems and seek repair of damaged/inoperative equipment.

- Adhere to safe work practices and procedures for all activities. Use available safety equipment.
- Read and interpret plans and schematics. 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. As necessary, prepare work orders and close out work orders.
- 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 questions and complaints from the public and tenants. Explain work in progress and its place in overall Authority maintenance program.
- 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 a Regional Maintenance Manager.
- Work in relief of the Maintenance Inspector.
- Perform related duties as assigned.

SPECIAL REQUIREMENTS:

Knowledge of – Advanced principles and practices of maintenance, repair, and installation. Methods and techniques of the building trades e.g. electrical, plumbing, painting, carpentry, roofing, masonry, locksmithing. Basic techniques of construction. 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. Methods and techniques of leadership, occupational hazards, safety considerations of maintenance, repair, and installation work. Relevant Federal, State, and local codes, regulations, and procedures. Advanced shop math and algebra. Correct use of oral and written English. Use of personal computers and applications programs.

Ability to – Perform the most difficult maintenance, repair, installation, and landscaping work. Read, understand, and interpret basic 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. Undertake leadership and technical direction in a work crew setting. Communicate clearly and concisely in 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

and meet deadlines. Use initiative and judgment in work situations. Work independently in the absence of supervision. Maintain the mental capacity to make sound decisions and the physical condition to perform the assigned duties and responsibility. Operate a personal computer and Windows-based applications programs.

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. Training in PHAS inspection standards is desirable.

Physical 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 gas, and chemical compounds that may be used in the course of work. Must possess the manual dexterity to operate tools, keyboard equipment. 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 duty hours, as requested. 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 – Four (4) years of experience in general maintenance, repair, or construction work, or three (3) years of experience as a Maintenance Worker II within the Authority. Possess journey-level training and experience in one or more of the construction trades. One year of supervisory or lead experience is desirable.

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