



MAINTENANCE WORKER – MIGRANT CENTER

Effective: 1/1/03

DEFINITION/PURPOSE:

To perform a variety of maintenance and repair activities involving housing units, grounds, and related facilities at the King City Migrant Center and other assigned facilities. Perform a variety of administrative duties relative to the assigned areas of responsibility, as requested.

DISTINGUISHING CHARACTERISTICS:

This classification is responsible for carrying out assigned maintenance and repair activities at the Authority's Migrant, including associated facilities. It is distinguished from the Migrant Center – Management Aide by the latter's responsibility for planning of day-to-day activities, supervision, and administrative duties.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct supervision and direction of the Migrant Center Manager and lead direction of the Migrant Center – Management Aide.

The classification exercises no supervision over Authority classifications; however, may provide lead direction to community service workers, as assigned.

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

- Perform maintenance and repair of housing units and related facilities, equipment, and grounds at the King City Migrant Center. Maintenance and repair activities living units, grounds, water, and sewer systems in accordance with need and established programs.
- Operate a variety of motorized vehicles and equipment, power tools, and maintenance equipment. Perform and work involving carpentry, electrical work, painting, plumbing, irrigation, and groundskeeping.
- Assist the Manager in preparing the Migrant Center for seasonal residents and in the opening and closing operations of the Migrant Center.
- Supervise community workers assigned by the court to undertake abatement work.

- Inspect and determine responsibility for damage or malfunctioning of residential systems. Monitor and inspect grounds, water, and sewer systems and notify the Management Aide or Migrant Center Manager of needed repairs.
- Complete necessary paperwork, as necessary to complete maintenance, repair, and duties.
- Assist in the explanation of the rules and regulations of the Migrant Center to prospective residents. Assist in the processing of residents in and out of Center facilities.
- Assist in the conduct of resident council meetings, as requested.
- Maintain a professional and cordial attitude towards co-workers and clients.
- Maintain consistent and regular attendance.

OTHER JOB FUNCTIONS:

- Perform duties of other classifications on a relief basis, as requested.
- Perform related duties as assigned.

SPECIAL REQUIREMENTS:

Knowledge of – Methods and materials used in maintenance and repair of buildings and facilities. Principles and practices of groundskeeping and landscaping. Principles and methods of electrical, mechanical, plumbing, painting and carpentry maintenance and repair activities. Methods of repair and maintenance of gas appliances and central heating systems. Basic operational characteristics, services, and activities of a public housing program. Occupational hazards and standard safety practices.

Ability to – Apply required maintenance and repair skills to assigned public housing facilities. Operate a variety of hand, power, and motorized tools, equipment, and vehicles. Read, analyze, and interpret blueprints, working drawings, and specifications. Comprehend and interpret rules, regulations, and laws. Establish and maintain effective working relationships with the community and others contacted in the course of work. Communicate complex ideas clearly and effectively both orally and in writing in both English and Spanish. Understand and follow oral and written instructions. Operate a personal computer using various Windows-based applications programs. Maintain the mental capacity to make sound decisions and the physical condition appropriate to the performance of assigned duties.

Licenses and Certificates – Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority.

Physical Abilities and Work Environment – Must have the ability to drive automotive and other motorized equipment, sit and stand for lengthy periods of time, walk over uneven ground, stretch, bend, climb stairs and ladders, work at heights and operate keyboard equipment. Work is conducted in both indoor and outdoor environments, with exposure to hot weather noise, dust, smoke, and gases. Lift up to 100 lbs.

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

- The employee is expected to live on site and be available on-call 24 hours per day for emergencies. The employee is expected to be present to ensure security and upkeep.

- Bilingual fluency in English and Spanish is required.

- 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 and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities is:

Experience – Two (2) years of responsible experience in a position involving building construction or building and grounds maintenance.

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