

## **MAINTENANCE WORKER II**

**DESCRIPTION/PURPOSE:** Perform a wide variety of unskilled, semi-skilled and skilled maintenance and repair to the interiors and exteriors of residential units and other Housing Authority (“Authority”) owned, leased or managed buildings, grounds, facilities, and equipment, as assigned. Assists in the evaluation of maintenance needs for the assigned buildings, grounds, facilities and equipment and assists in the planning for and scheduling of preventive maintenance.

**DISTINGUISHING CHARACTERISTICS:** This classification is the journey-level of the Maintenance Worker series. It differs from the lower-level class of Maintenance Worker I by the requirement of possessing journey-level skills in one or more of the building trades and assignment to the most difficult maintenance and repair activities.

**SUPERVISION RECEIVED AND EXERCISED:** Under direct and general supervision of the maintenance Coordinator or other supervisor or manager. Generally exercises no supervision; however, may interact with vendors.

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

- Perform a variety of maintenance, installation and repair in a variety of trades and crafts involving agency owned or leased buildings, facilities, equipment and grounds, such as carpentry, plumbing, electrical, painting, mechanical, masonry, roofing, landscaping. Perform assignments in accordance with Authority guidelines. Coordinate assigned maintenance, installation and repair activities with appropriate building/facility personnel. Must be able to complete work independently, without direct supervision.
- Maintain structures in decent, safe and sanitary condition.
- Provide input in the planning and scheduling of the preventive maintenance of agency-owned or managed properties, and other assigned buildings, grounds, facilities and equipment.
- Prioritize and plan work to be done based on work orders/emergency requests and efficiently schedule time to respond. Respond to emergency maintenance requests and assignments.
- May generate and submit work order requests while working in the field to transmit to the supervisor for review and authorization.
- Utilize Yardi or similar work order system to track and close work orders, which includes the use of tablet or computer equipment while working in the field
- Requisition maintenance supplies and maintain an adequate inventory required by scheduled activities and emergency maintenance history, in compliance with inventory records requirements.
- Perform janitorial duties, such as cleaning floors, walls, ceilings, windows, appliances in units and laundry rooms. Remove graffiti. Apply waxes, cleaning fluids and handle similar compounds.
- Use a variety of hand tools, power and motorized and non-motorized equipment.
- Assist in the repair and maintenance of structures, equipment, grounds and associated systems.
- Respond to emergency requests from tenants, as well as formal work orders.
- Install, repair and provide maintenance to appliances and other equipment, perform minor electrical installations.
- Perform maintenance and annual unit inspections.
- Move, assemble, and store furniture and equipment.

**OTHER JOB FUNCTIONS:**

- Collect trash, clean roofs (where accessible without a ladder, and complying with OSHA safety rules has a 42” safety barrier on the roof), grounds, laundry rooms, and perform other janitorial duties as assigned.
- May be required to participate in training of staff.
- Perform related duties as assigned.

- Receive and respond to after hours and weekend calls for emergency maintenance requests.

**REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:**

Knowledge and Abilities - Background in maintenance and repair of housing, apartment complexes, or other rental property. Journey-level skills in one or more maintenance and repair trades areas (e.g. carpentry, plumbing, painting, electrical, mechanical, masonry, and roofing). Building codes, maintenance techniques and purchasing procedures. Efficiently schedule assigned work in a timely manner. Be courteous, exercise judgment, discretion and maintain confidentiality in dealing with clients, general public, and co-workers. Communicate effectively in English in written and oral expression. Knowledge of and ability to use modern technology and equipment including cell phones, tablets, scanners, printers, computers, GPS, and other hand-held devices. Plan and carry out work schedules. Operate an automobile or truck.

Licenses and Certificates - Possession of, or ability to immediately obtain and retain, a valid California Driver's License.

Physical Requirements/Work Environment - Work at heights, on ladders, roofs (where accessible following OSHA guidelines for slope and safety wall), etc. Climb stairs and walk over uneven ground. Work in close and restricted spaces, requiring significant mobility, including the ability to bend, stretch, kneel, and twist. Lift heavy objects up to 100 pounds. May handle chemicals which do not require State licensing.

Other - Employee is required to use his/her personal vehicle, reimbursed at the agency-authorized rate, in the performance of duties. Must show proof of and maintain automobile insurance coverage that meets the minimums specified by agency policy.

- Employee is required to provide and use his/her own hand and power tools.
- Must be available to work an alternate work schedule (e.g. Tuesday through Saturday).
- Provide proof of US citizenship or, documentation showing authorization to work in U.S as outlined by the Department of Homeland Security form I-9.
- Fluency in conversational Spanish is preferred and may be required for some positions.
- Be bondable.

**EXPERIENCE AND EDUCATION GUIDELINES:** Any combination of experience and education that provides the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and acquire the abilities would be:

Experience: - Four years of experience in conducting maintenance and repair of buildings, grounds, facilities and equipment, preferably associated with housing; or execution of housing maintenance programs for apartment complexes or other rental property. Experience working with affordable housing a plus.

Education – High School Graduate and/or trade school.

*The Housing Authority of the County of Santa Cruz is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.*