

**COMMUNITY DEVELOPMENT COMMISSION
OF MENDOCINO COUNTY**

Maintenance Technician

August 2021

Job Announcement

SUMMARY OF RESPONSIBILITIES

Schedules and performs work according to priorities, required maintenance programs, vacancy preparation, and incoming work orders. Provides information to department manager as necessary regarding vacancy preparation time, expense and anticipated ready date. Performs routine maintenance in response to maintenance requests (work orders).

SUPERVISORY ACCOUNTABILITY

Reports to the Executive Director

ESSENTIAL JOB FUNCTIONS

Routine maintenance, including minor plumbing, carpentry, and electrical tasks while using hand tools and power equipment. Performs carpentry repairs such as patching holes in walls, installing doors and locks, fixing cabinets, etc. Performs plumbing tasks such as clearing drains and repairing and or replacing plumbing fixtures. Performs minor electrical tasks such as resetting circuit breakers, changing light bulbs, repairing/replacing outlets, light fixtures, switches, thermostats, timers, baseboard heaters, etc.

Monitors, maintains, and replaces fire extinguishers and smoke alarms.

Performs routine grounds work on a year-round basis which may include mowing, edging, weeding, spraying and fertilizing, unloading and distributing bark or rock, cleaning walkways, hauling debris, raking, trimming shrubs and trees, snow and ice removal, fence repair, inspecting and cleaning roof gutters, etc. Will use a variety of hand and power equipment including gas and riding mowers, grinders, chipper, chainsaw, leaf blowers, gas hedge trimmer and edger, power washers, etc. Maintains outside water systems including sprinklers insuring that systems are winterized as required.

Performs routine janitorial duties in Housing Authority offices and community spaces and in preparation of Housing Authority units for rental. Duties include washing windows, emptying trash, sweeping, mopping, and vacuuming. Cleans appliances such as stoves and refrigerators, moving appliances as required. Cleans shower stalls, tile, counter tops, sinks, etc. Strips and waxes floors using heavy floor buffers and floor scrapers. Cleans and replaces light and fan covers.

Prepares appropriate documentation to support all tasks performed. Completes work orders by detailing time spent, materials used, location of work, summary of work performed, etc.

Maintains current parts and supplies inventory. Prepares purchase orders as required, obtains bids and estimates and arranges for purchase (either directly or through department head or Executive Director) according to established procedure and in compliance with the procurement policy. Picks up orders from suppliers and stocks items ordered. Performs move-in and move-out inspections of housing units using a standard checklist.

Drives to and from rental units in an agency vehicle.

Performs other related duties and tasks as assigned by Development and Sustainability Department Manager or Executive Director.

QUALIFICATIONS REQUIRED

Knowledge of:

1. Principles and practices of plumbing, carpentry, drywall, painting, basic electrical practices, all within industry and agency safety policies and practices.
2. Business arithmetic, including percentages and decimals.
3. Principles and practices of procurement, purchasing, cost analysis, within agency and federal policies.
4. Record keeping practices.
5. Consistent and safe use of basic mechanical hand and power tools and equipment such as saws, hammers, screwdrivers, wrenches, mowers, paint equipment, pipe wrenches, chain saws, sanders, floor buffers, etc.
6. Customer service etiquette and techniques

Ability to:

1. Operate a computer terminal and other standard office equipment
2. Prepare and maintain accurate and complete records, reports, and files.
3. Communicate clearly and concisely, both orally and in writing.
4. Apply concepts such as fractions, percentages, ratios and proportions to practical and situations.
5. Prioritize tasks and work under minimal direction.
6. Prepare accurate summaries and reports.
7. Learn applicable Federal statutes, regulations and policies regarding HUD Public Housing and other assisted housing programs, fair housing, and privacy act.
8. Learn, understand, interpret, explain and apply detailed regulations, policies and procedures governing maintenance of Public Housing and assisted housing units.
9. Learn applicable California landlord/tenant laws.
10. Interact effectively and sensitively with a variety of individuals from diverse backgrounds.
11. Organize work, set priorities and exercise sound independent judgment with established guidelines.

12. Understand and follow written and oral instructions accurately, consistently and with a minimum of supervision
13. Deal tactfully with a variety of people under constantly changing circumstances using tact and diplomacy.
14. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
15. Understand and follow complex verbal and/or written instructions.
16. Understand the organization and operations of the Housing Authority and of outside agencies as necessary to assume assigned responsibilities.
17. Participate in-group decision-making processes.
18. Read, analyze and interpret policies, procedures and government regulations.
19. Maintain accurate records and files.
20. Operate word processing (WORD), and spreadsheet (Excel) software, and utilize computer software for recordkeeping, analyses, and reporting.
21. Maintain reliable and predictable attendance.

Skill in:

1. Completing necessary forms, documents, logs and correspondence.
2. Maintaining accurate and up-to-date files, entering appropriate information into the computer system.
3. Organizing work, setting priorities, meeting critical deadlines, staying current with work orders, and following up on assignments with a minimum of direction.
4. Applying logical thinking to solve problems or accomplish tasks, to understand and interpret complicated policies, procedures and protocols.
5. Participating in collaboration and negotiation of maintenance matters.
6. Preparing accurate, clear and concise reports, correspondence and other written materials.
7. Using mathematics, personal computers, spreadsheet and word processing software, and office machines.
8. Communicating clearly and effectively, both orally and in writing with individuals and groups from diverse backgrounds.
9. Establishing and maintaining effective cooperative relationships with all those contacted in work.
10. Maintaining confidential information.
11. Minor and routine maintenance of residential units.

LICENSES AND CERTIFICATES

Must possess a valid California driver's license, with a driving record acceptable to the Agency's insurance carrier. Must also possess current auto insurance.

EXPERIENCE AND EDUCATION REQUIREMENTS

High school diploma or GED; supplemented by two years of responsible routine maintenance on residential dwellings including minor electrical repair, minor plumbing repair, interior painting, drywall repair, cabinet repair, or any combination of education, training, and experience that would be likely to provide the required knowledge, abilities, and skills to perform the essential functions of the position as determined by the Executive Director.

MATERIAL AND EQUIPMENT USED

General office equipment, computer, calculator, typewriter, vehicle. Small power tools, such as skill saws, drills, cordless screwdrivers, hand tools such as hammers, screw drivers, pliers, pipe wrenches, and any tools associated with routine maintenance of residential dwellings.

ENVIRONMENT

Busy office environment; moderate noise; driving; residential housing units, inside and outside. When not in office environment, tasks may be occasionally performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature, and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

PHYSICAL REQUIREMENTS

When evaluating whether an individual meets these physical requirements, Community Development Commission will consider the availability of reasonable accommodation.

1. The employee is regularly required to reach with hands and arms.
2. The employee is regularly required to stand; walk;
3. The employee is regularly required to use hands to handle, feel or operate objects, tools, or controls.
4. The employee is regularly required to sit; climb or balance; stoop, kneel, crouch, or crawl, bend over at the waist, push, pull, climb stairs, and walk on uneven surfaces
5. The employee is regularly required to talk and hear.
6. The employee must occasionally lift and/or move up to 95 pounds.
7. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
8. The employee must have the ability to exchange information.
9. The employee must have the ability to read and comprehend a variety of materials.
10. The employee must have the ability to operate a computer keyboard.
11. The employee must have the ability to report to work on time, and maintain reliable and predictable attendance
12. The employee must have the ability to develop effective working relationships with co-workers and with members of the general public.

13. The employee must have the ability to drive an automobile.

COMPENSATION AND BENEFITS

Salary range from \$29,328.00 - \$47,382.40 (annual). Starting salary will be based on the related qualifications of the individual selected. Comprehensive benefit package including an allowance for medical, dental and vision insurance, CalPERS retirement 2% @ 62.

HOW TO APPLY

Applications and supplemental questionnaire can be requested by calling (707) 463-5462 X 121 between 8:00 a.m. and 5:00 p.m. (PDT) Monday through Thursday
Hearing impaired TDD, please use California Relay: 711.

It is helpful to include a résumé, but resumes without completed applications will not be considered. It is our intention to interview highly qualified candidates within 1 week of receipt of their application and to make a selection as soon as possible.

PROMOTIONAL OPPORTUNITY

Posted: August 18th, 2021

Open until 5:00 p.m., PDT, August 20th, 2021