

POSITION DESCRIPTION MAINTENANCE AIDE B

I. INTRODUCTION

The Maintenance Aide B has the primary responsibility for maintenance activities at all Central Texas Housing Consortium (CTHC) properties. Duties are performed in accordance with federal, state and local laws, applicable regulations and CTHC policies and procedures.

II. DUTIES AND RESPONSIBILITIES

- A. Perform minor repairs to equipment and structures. Assist skilled mechanics in the performance of tasks.
- B. Paint and clean apartments for occupancy.
- C. Clean appliances.
- D. Window and screen replacement or repair.
- E. Floor care to include buffing, waxing, stripping and carpet shampooing.
- F. Minor electrical repair (lights, switches and outlets).
- G. Minor carpentry repair of sheet rock and trim.
- H. Minor plumbing repair.
- I. Execute service calls which require only minimal skills.
- J. Drive vehicle between various locations of work.
- K. Respond to off-duty emergency maintenance problems at all CTHC properties.
- L. Perform other duties as required.

III. EDUCATION/SKILLS

- A. Able to operate simple mechanical and power hand tools, cleaning machines, pickup trucks and other miscellaneous equipment.
- B. Must have basic skills and knowledge of electrical, plumbing, carpentry, painting, heating / air conditioning, and housekeeping.
- C. Able to exercise tact and diplomacy in dealing with CTHC staff and residents, being careful to avoid confrontation or arguments. Employee must manifest exemplary professional courtesy and conduct at all times.

- D. High school diploma or GED required. Employee must possess reading and writing skills that will enable the employee to comprehend written materials such as safety instructions, assembly instructions, and warnings and complete work orders.

IV. WORKING CONDITIONS

Required to work indoors and outdoors in inclement weather.

V. PHYSICAL REQUIREMENTS

Employee must be able to perform the essential functions of the job. This position requires the employee to be able to perform activities such as standing, lifting up to 60 pounds, walking, bending, stooping, climbing ladders, operating CTHC equipment, working in cramped positions, working on roofs and at heights of 80 feet or less.

VI. OTHER REQUIREMENTS

- A. Employee must possess valid Class C driver's license and have a driving record which will meet requirements of the CTHC auto insurance company.

Employee must protect insurability by driving in such a manner both on and off the job so as not to be found guilty of DWI or have been issued a number of traffic violations which result in cancellation of the employee's coverage or an increase in rates. Upon such notice, the Executive Director may terminate the employee for misconduct related to the job.

- B. Employee must not be involved in the unlawful manufacture, distribution, possession, dispensation, or use of a controlled substance. The Executive Director may terminate the employee for these practices.

- C. Employee is required to furnish those hand tools which are necessary to complete regular job responsibilities.

VII. SUPERVISION RECEIVED

This position is under the direct supervision of the Maintenance Director or his designated representative.

CERTIFICATION: I have read and understand the above position and I agree to fulfill all the job requirements.

Employee's Signature

Date