



# Cow Creek Government Offices

## Position Description

**Position Title:** Housing Maintenance

**Department:** Housing

**Reports To:** Housing Director

**FLSA Designation:** Non-exempt

**Date Written/Revised:** 10/26/15

**Compensation Grade:** 9

### **POSITION PURPOSE:**

The Housing Maintenance position is responsible for maintaining all housing units, public areas, residences, building and areas maintained on behalf of the Wi'li' Housing Program.

### **SCOPE:**

Performs technical and non-technical routine maintenance duties on a wide variety of building and facility equipment, fixtures and systems. Repairs a variety of equipment, machines and systems that includes heating, cooling, plumbing, and electrical items used in the daily operations of the property. Performs the installation of new equipment and parts as necessary. Updates maintenance and repair records as appropriate. Reviews maintenance requests, identifies, recommends and implements optimum solutions. Performs preventative maintenance inspections and preventative maintenance services. Completes work, which complies with regulatory codes under general supervision. Ensures that the premises are clean and orderly at all times. May also include some responsibilities for ground maintenance.

### **ESSENTIAL FUNCTIONS:**

- Depending on area and level of expertise will perform a variety of tasks including: Carpentry, electrical maintenance, pipefitting and plumbing tasks; scrape, putty, and paint walls, woodwork and fixtures; replace light bulbs, covers, and filters or other tasks as assigned. Operation of a wide variety of shop and portable power tools.
- Performs plumbing tasks including repair and replacement of faucets, drains and water pumps and/or sewer pumps. Cleaning drains and associated piping. Repair and maintenance of toilets. Troubleshooting and maintenance of associated automated and mechanical flushing systems.
- HVAC tasks including maintenance of filters, belts, pulleys and troubleshooting control systems. General preventative maintenance and repair on all types of refrigeration and heating equipment. Operates automated control systems including diagnostic, temperature control and resolving related maintenance requirements.
- Carpentry including patching, texturing, building, repairing structural damage, painting interior/exterior and wall papered surfaces. Perform rough and finish carpentry duties in the maintenance, repair and alteration and construction of

- buildings and equipment. Operate woodworking machines and use a variety of hand and power tools. Perform such duties as making and/or repairing counters, windows, partitions, doors, floors and building framework.
- General diagnosis and repair of all equipment of many different types and various purposes that are used for the Housing Program. The diagnosis and repair of all items are a responsibility of this position.
  - Flooring installation or repair. Multiple types of floor and wall coverings are utilized throughout the facilities. Installation and/or repair of all areas are a responsibility of this position.
  - Maintains preventative maintenance program for all equipment and houses. Identify and record all preventative maintenance requirements and document all actions in accordance with department policy.
  - Grounds keeping support including, mowing, spraying, plugging, thatching, repair and maintenance of pumps, low voltage lighting, sprinkler controllers and various equipment as needed.
  - Assures all equipment and functions comply with safety requirements. Complies with all safety rules and practices.
  - Refers customer concerns or complaints to Resident Manager and Housing Director in a continuous effort to provide superior services.
  - Provides constructive input to foster process improvement within the department.
  - Follow all job specific processes, procedures and safety requirements.

#### **QUALIFICATIONS:**

- High School Diploma or GED certificate preferred.
- Vocational/Technical Training, in Building Maintenance, related maintenance or construction experience, required.
- 3 years experience in the building maintenance, construction or related repair field. May substitute experience for education if the experience is in one of the following fields: carpentry, HVAC, electrical, plumbing, appliance or equipment repair.
- Ability to obtain certificates or licenses for specialty trades.
- Excellent organizational, verbal, interpersonal, and customer relation skills.
- Basic computer skills.
- Analytical/mathematics skills are essential.
- Ability to read and comprehend written instructions.
- Capable of handling multiple priorities and tasks.
- Management shall evaluate education and experience on an individual basis.
- Current Oregon Drivers License with the ability to qualify for the Cow Creek Government Office's Drivers Program.
- Must maintain a neat, clean and well-groomed appearance at all times (specific standards available.)

**Cow Creek Government Office**

Position: Housing Maintenance Tech

**Position Minimum Requirements**

{Continuous --67-100% of the day. Frequent -- 34-66%. Occasional -- 6-33%. Intermittent -- 1-5%}

**1. SITTING** - (Percent of time or hours per day? Surface? Foot controls?) **Occasional**

**2. STANDING** - (Percent of time or hours per day? Type of surface? Duration at one time?) **Frequent**

**3. WALKING** - (Percent of time or hours per day? Surface? Distance?) **Frequent**

**4. POSITIONS** - (Can worker change positions frequently? Occasionally?) **Yes Frequently**

**5. LIFTING & CARRYING** - (Weight? Type of object(s)? Frequency? Distance?) **Occasionally up to 100#s**

**6. PUSHING/PULLING** - (Weight? Type of object(s)? Times per hour? Distance?) **Occasionally up to 100#s**

**7. REACHING/HANDLING** - (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **Occasional**

**8. BENDING/SQUATTING** - (Frequency? From Waist? Knees? Duration?) **Occasionally from the knees**

**9. TWISTING** - (From what body part(s)? Frequency? How far? Work being done?) **Occasionally from the waist.**

**10. CLIMBING** - (Height? Slope? Number of steps? Frequency? On what? Ladder?) **Occasional**

**11. CRAWLING** - (Surface? Frequency? Distance?) **Occasional**

**ENVIRONMENTAL FACTORS** - (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, and communicable disease, etc.) **Position is performed inside a temperature-controlled facility. Exposure to smoke, dust, noise, communicable diseases is always present. Works with extreme heat/cold. Works around moving mechanical parts. Potential electrical shock.**

<input type="checkbox"/>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10 lbs. of force occasionally
<input type="checkbox"/>	Light Work	= Exerts up to 20 lbs. of force occasionally, and up to 10lbs. of force frequently
<input type="checkbox"/>	Medium Work	= Exerts up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently
<input checked="" type="checkbox"/>	Heavy Work	= Exerts up to 100 lbs. of force occasionally, and up to 20 lbs. of force frequently
<input type="checkbox"/>	Very Heavy Work	= Exerts over 100 lbs. of force occasionally, and up to 50 lbs. of force frequently

**I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.**

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**Supervisor/Manager**

\_\_\_\_\_  
**DATE**

**The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.**