



Job Title: Part time Maintenance Worker
Department: Maintenance
Reports To: Maintenance Supervisor
Position Classification: Variable Hour, Part Time
Approved Date: December 2019

Summary

The mission of the Loveland Housing Authority is to provide low and moderate income residents of Loveland with opportunities for home and community through housing. In support of this mission, the part time maintenance worker ensures our residents have safe, well maintained, and quality housing by performing interior and exterior preventative maintenance, repair, and improvements of all Housing Authority properties.

Essential Duties and Responsibilities include, but not limited to:

Perform general and preventative maintenance tasks requiring knowledge of basic plumbing, electrical systems, and heating and air conditioning troubleshooting and repair at assigned Housing Authority properties.

Perform rough and finish carpentry, interior and exterior painting, drywall repair, window screen repair, concrete and masonry repairs.

Assure that grounds and landscaping at Housing Authority properties are safe and well maintained. This may include removal of trash, mowing, fence repair, sprinklers and snow removal.

Learn and apply theories of boiler systems.

Establish and maintain effective working relationships with residents, vendors, coworkers, subcontractors, and the general public.

Provide maintenance and repair services with courtesy and tact.

Provide written documentation and correspondence to agency and residents via notices and inspection forms.

Follow Equal Housing Guidelines.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

Education and/or Experience

Employee must have the equivalent of a high school diploma and two years of construction trades or building maintenance experience, including the repair of building components

Driver's License, Background Check

Must possess and maintain a valid Colorado driver's license with an acceptable driving record (no major violations within the last 3 years) and be insurable through our insurance carriers.

A criminal history and motor vehicle background check is required.

Skills

Must be able to demonstrate working knowledge of the repair and upkeep of equipment, housing structures, plumbing, electrical systems, and landscaping.

Must be able to interact with a diverse population in a professional and non-judgmental manner.

Demonstrated ability to communicate effectively with elderly, individuals with disabilities and low-income individuals and families

Must have thorough knowledge of traffic laws and be able to demonstrate defensive driving skills.

Must be able to establish and maintain effective working relationships with co-workers, vendors, subcontractors, and community members.

Must possess the ability to write routine reports and correspondence and read and interpret documents such as safety policies, procedure manuals, and maintenance instructions.



Must have the ability to apply “common sense understanding” to carry out instructions and follow industry standards to solve problems related to property upkeep, work completion and residents.

Must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Also, must have the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Must have knowledge of basic office practices, procedures, and equipment and the ability to operate LHA computer systems and software.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.