



Job Title: Maintenance Worker I
Department: Maintenance
Reports To: Maintenance Supervisor
Position Classification: N03
Approved Date: April 2015

Summary

Perform routine Interior and Exterior preventive maintenance, repairs and improvements of all facilities, grounds and equipment owned by the Loveland Housing Authority.

Essential Duties and Responsibilities

Perform routine and preventive maintenance tasks at assigned properties.

Responds to all maintenance emergencies and participate in 24-hour on call rotation duties.

Perform general maintenance tasks involving general knowledge of basic plumbing, electrical and heating and air conditioning troubleshooting and repair. Perform rough and finish carpentry, interior and exterior painting, drywall repair, window screen repair, concrete and masonry repairs, and maintain equipment for efficiency. Learn and apply theories of boiler systems. Learn and apply good preventive maintenance skills.

Properly maintain premises by performing all phases of ground maintenance.

Develop and maintain good relations with residents by providing maintenance and repair services with courtesy and tact. Develop and maintain good relations with vendors, subcontractors, and the general public.

Provide written documentation and correspondence to agencies and residents via notices and inspection forms. Follow Fair Housing Guidelines.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Employee must have the equivalent of a high school diploma. Two years of construction trades or building maintenance experience, including the repair of building components preferred. Working knowledge of custodial procedures, repair techniques, proper use and care of equipment, care and handling of chemicals and safety working procedures also preferred.

Core Competencies:

Teamwork	Responsiveness	Collaboration	Attention to detail
Professionalism	Organizational skills	Innovation	Problem solving skills
Integrity	Active listening	Trust	Positive attitude

Skills

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Possess the ability to write routine reports and correspondence. Must also have the ability to speak effectively with customers, managers, subcontractors, and supervisors.

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 the ability to apply “common sense understanding” to carry out instructions furnished in written, oral, or diagram form.

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.

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 regularly is required to lift, carry, push and pull materials and objects weighing up to 75 pounds and heavier weights with assistance. Frequently uses power and handheld tools. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus. Daily driving of LHA maintenance vehicle is required.

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.

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