

Regional Housing Authority

Adopted: 10-12-95

Revised: 1-20-16

FLSA: Non-Exempt

MAINTENANCE TECHNICIAN II  
SALARY \$1,940.10 BI-WEEKLY + BENEFITS

THE POSITION:

Under general supervision, to perform a variety of skilled and semi-skilled building maintenance and repair work; to diagnose and remedy problems in buildings, grounds and utility systems; to do related work as required.

CLASS CHARACTERISTICS:

This is the journey level classification in the Maintenance Technician series. Incumbents perform journey-level duties with minimum supervision exercising independent decision making, problem solving and setting own priorities. Assignments are more extensive and difficult than Maintenance Technician I, requiring broader knowledge and skills.

EXAMPLES OF DUTIES:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the classification. Class specifications are not intended to reflect all duties performed within the job*

Interior of Units

- Clean
- Install and/or repair windows, doors, cabinets, closets
- Electrical and wiring, i.e. cuts, bends, and threads conduit
- Diagnosis complex electrical issues
- Diagnosis complex plumbing issues
- Replace/repair Appliances i.e., ovens, stoves, refrigerators, water heaters,
- Assess/diagnosis heating and air conditioning related issues
- Carpentry
- Painting
- Replaces and/or repairs telephone lines
- Sheetrock repair including taping and texturing walls and ceilings
- Removal of trash and debris
- Install flooring to include but not limited to (lino, wood, carpet, VCT)
- Cleans carpets with extractor

- Perform other duties as assigned

#### Exterior of Units

- Maintain curb appeal, i.e. cutting grass, watering, trimming trees, shrubs and hedges, cultivation of plants, spraying and pulling weeds, repairs and maintains sprinkler systems
- Repairs street, parking lot and building lights
- Pressure wash buildings
- Removal of graffiti
- Pick up and remove trash and debris
- Maintain parking lots, streets, sidewalks, curbs, gutters and signs
- Repairs and or replacement of sidewalks (including cement and asphalt patch work as needed)
- Repairs fencing
- Repairs roofing as needed on different types of roofs
- Performs pest services as needed as applied according to EPA
- Perform other duties as assigned

#### Equipment/Tools

- Ability to operate and maintain grounds equipment, i.e. tractor/riding mower/push mower/trailer
- Operates and maintains basics tools according to manufactures guidelines and health and safety guidelines
- Follow MSDS requirements

#### Health and Safety

- Follow all safety procedures such as using necessary safety equipment and reporting all safety hazards.
- Provide training for staff as needed

#### Reporting/Documentation

- Complete required documentation on work orders and submit within prescribed timelines
- Review monthly work order schedule report
- Print, evaluate and prioritize work orders
- Maintain daily logs
- Maintain communication with other staff members, vendors, contractors, property manager and project managers as assigned
- Oversee staff in work programs
- Oversee Laborer, Maintenance Worker and Maintenance Technician I

## MINIMUM QUALIFICATIONS:

Knowledge of: Basic methods, tools, equipment and materials used in building maintenance and repair work, i.e., carpentry, electrical, heating, air conditioning, and plumbing; diagnostic principles and practices used in building maintenance repair work; the methods, tools and materials used in preparation of and in painting of a variety of surfaces; the proper use and maintenance of basic trade tools; safety principles and practices required for general maintenance work.

Ability to: Perform heavy skilled and semi-skilled maintenance work; ability to care for and maintain tools and equipment properly; follow oral and written instructions; establish and maintain effective working relationships with others; set priorities, identify and resolve problems, utilize modern technology for communication, obtain Freon recovery certification.

Education and Experience: Equivalent to completion of three years of experience in maintenance construction or repair work that would demonstrate the above knowledge and abilities. Specialized trade school and technical classes in building trades are desirable.

Special Requirement: Possession of a valid California Driver's license. Must be insurable. Must be available to work overtime and be subject to call back for maintenance emergencies.