



## Housing Authority of the City of Winston-Salem Classification Description

Classification Title: Maintenance Technician II  
Department: Property Management  
Reports To: Maintenance Supervisor

Grade: 3  
FLSA Status: Nonexempt  
Status: Full Time

**Salary Range: \$17.00-\$18.00 BOE**

### **General Statement of Job**

The Maintenance Technician II performs skilled tasks on buildings, grounds, appliances, equipment, heating and cooling systems. This position may perform other related work as required.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

- Performs or assists in the repair of plumbing tasks such as repairing or replacing faucets, valves, fixtures, unclogging drains, toilets, lavatories and sinks and installation of water heaters and fixtures.
- Performs or assists in the repair of heating and cooling equipment.
- Performs or assists in the repair or replacement of broken or damaged floor tile.
- Performs or assists in the installation, maintenance and repair of doors, windows, locks, roofs, gutters, downspouts and more complicated maintenance tasks.
- Performs preventative maintenance tasks on buildings, appliances, equipment, plumbing items, heating and cooling systems, doorbell systems, water heaters, etc.
- Performs or assists in the preparation and painting of exterior and interior surfaces, walls, ceilings, baseboards and trims by using brushes, rollers or spraying equipment.
- Cleans vacant units and prepares for occupancy. May be required to clean, repair and install appliances such as ranges and refrigerators.
- Perform repairs to make-ready units in a timely manner per Management guidelines.
- Repairs broken windows, screens, storm doors, door or window closures, mirrors, medicine cabinets, vanities, etc.
- Assists the Maintenance Supervisor and Property Manager with housekeeping and REAC/UPCS inspections.
- Assists the Maintenance Supervisor with inventory control and utilization of maintenance materials and supplies.
- Assists the Maintenance Supervisor with work orders.
- Inspect property for improvements and repairs and review with Maintenance Supervisor

- Know the location of gas and water meter emergency cut offs, all apartment and fixture cut offs, and sewer clean outs.
- Operate and perform scheduled maintenance properly on all equipment
- Maintain a professional appearance in uniform and display a good attitude at all times.
- Be cooperative in helping at another site when needed and be flexible to transfer to another property if needed.
- Perform work orders with “same day completion” in mind.
- Responsible for keeping the Maintenance shop clean and in order at all times.
- Assist the Property Manager and other staff members when requested.
- Ensure that the grounds are free of litter at all times. .
- Be immediately available in the event of snow to removes snow or ice from paths, roads, walks, stairs, driveways and parking areas by using hand and power equipment.
- After-hours on call required on a rotating basis.
- Performs other related duties as required.

### **Education, Experience, and Licenses**

- High School diploma required.
- At least three years' experience in this field required.
- Strong knowledge of heat pump, HVAC, plumbing, electrical systems and carpentry
- Must have current EPA CFC certification; must have or be willing to obtain CAMT certification
- Lead Safety for Renovation, Repair and Painting (RRP) certified preferred
- North Carolina General Contracting License-(plus)
- Pleasing personality and ability to work with and understand the problems and attitudes of residents.
- Good mechanical skills.
- Knowledge of certificates & licenses
- Computer Skills: Basic working knowledge of; data entry, outlook, excel and word. Property Management software (i.e. Yardi).
- Other Requirements: Authorized to work in the United States
- Valid North Carolina Driver's License required.
- Must be able to pass a criminal background check and a drug test.

## **Knowledge, Skills, and Abilities**

- Knowledge, initiative, and use of good judgment to work independently and with others and to follow directions.
- Working knowledge of and skill in the application of plumbing installation and repair techniques, Ability to read blue prints, drawings and other technical documents.
- Ability to perform complicated building maintenance work.
- Knowledge of occupational hazards and safety measures.
- Ability to understand and carry out oral and written instructions.
- Ability to work in hazardous and adverse conditions, such as sleet, snow, rainstorms, heat, cold, dust and dirt, as well as cramped in high places.
- Ability to do extensive waling, climbing kneeling and bending.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use or repair small/light equipment, such as power tools.
- Ability to use or repair medium equipment and machinery, such as vehicles or commercial mowers.
- Ability to use or repair heavy or complex machinery, such as HVAC systems, construction equipment, or water plants.

## **Physical Demands/Work Environment**

While performing the duties of this job, the employee is frequently required to see, hear, or speak. The employee is occasionally required to stand and walk. Requires the ability to lift and/or carry up to 50 pounds. Position requires depth, texture, and color perception, as well as the ability to smell and taste.

**NOTICE:** The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation.

**DISCLAIMER:** Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope. This position profile is intended for internal use only.