

## **JOB DESCRIPTION**

### **MAINTENANCE SPECIALIST**

#### **Overview**

We are looking for an individual who can work independently while at the same time possessing the ability to use common sense to accomplish the tasks required efficiently and effectively. Someone who is self-motivated and willing to step in and help out wherever necessary. This position requires flexibility. Frequent bending, stooping, squatting, crawling, and climbing activities. Lifting and carrying of bulky or heavy items may be required.

#### **General Objectives**

The primary responsibility of Maintenance includes painting, electrical, plumbing, carpentry, grounds/landscaping, cleaning and unit turnover. Must be able to complete work orders, take direction, be organized and have the ability to effectively communicate with supervisor, coworkers and residents. Must enjoy working with tenants/employee's at the property and take on all tasks with a friendly "can-do" attitude. Perform all aspects of property maintenance, including preventative, corrective, deferred and emergency maintenance. Maintain all maintenance shops and storage rooms in an orderly fashion and in compliance with safety regulations. Maintain accurate inventory control of tools, equipment and supplies. Perform maintenance inspections and repairs on vacant units to ensure proper operating conditions and appearance upon move-in. Assists the Maintenance Supervisor or Property Manager on special maintenance projects, i.e., preventive maintenance of building components and/or mechanicals. Serve as on-call maintenance providing evening, weekends and holiday emergency service. Ensure exterior curb appeal of the community and cleanliness of grounds. Recommends measures to improve methods of operations, performance, safety and quality of service.

#### **Experience and Training Required (Minimum Qualifications)**

High school or equivalent (Preferred)

Preferred experience in residential property management, hotel maintenance, construction, electrical, plumbing, or painting. Maintenance knowledge is imperative along with the capability to assess health and safety requirements. Ability and willingness to take direction and follow through as directed. Ability to work independently, handling multiple tasks while maintaining a positive attitude

1. Incumbent shall possess a valid State of Utah driver's license and maintain a clean driving record.
2. Incumbent shall pass criminal background check and drug screening.

#### **Skills and Abilities**

1. Ability to work with minimal supervision.
2. Ability to follow directions and consistently perform duties in a manner consistent with HUD and agency specifications, policies and requirements.
3. Ability to behave in a friendly, understanding, helpful and professional manner at all times with clients, co-workers, supervisors and the general public.
4. Must be a team player with a positive attitude.
5. Working knowledge of basic plumbing, electrical, heating and air-conditioning systems.
6. Must have finish carpentry and painting skills.
7. Ability to repair and/or replace and paint drywall and to match textured surfaces.
8. Ability to repair sprinkler systems.

**Screening**

Based on job-related experience and meeting minimum qualifications. Resume' may be submitted with completed application, but will not be considered in place of completed application. Incomplete applications will not be considered for further screening.

**Salary**

Full-time Pay: \$16.00 - \$18.00 per hour Benefits: 401(k), Health insurance, Paid time off, Monday to Thursday unless on call

**Deadline**

Please submit the required documents to Housing Authority of Utah County, 485 N Freedom Blvd, Provo, UT 84601. Position opened until filled.

The Housing Authority of Utah County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Housing Authority of Utah County will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

(Updated December 2021)