



Imperial Valley
HOUSING
AUTHORITY

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| Job Title | Maintenance Worker II |
| Department | Maintenance |
| Salary Schedule | 30-A |

Summary: Under the direction of the Maintenance Supervisor and the Rental Housing Manager will perform a wide variety of skilled maintenance and repair tasks in the maintenance repair of public housing residential units, related facilities and refrigeration systems

Essential Duties and Responsibilities: *The details below are intended to describe the general nature and scope of work being performed by incumbent. This is not a complete listing of all responsibilities and duties. Other duties may be assigned as necessary for the attainment of the goals of this agency:*

- ✓ Troubleshoot and repair 240 volt residential electrical system
- ✓ Troubleshoot and repair of residential HVAC systems
- ✓ Respond effectively to emergency maintenance calls when participating in the on-call rotation
- ✓ Repair of electrical, plumbing, appliance and building systems
- ✓ Perform building maintenance tasks involving carpentry, unit preparation, painting, plumbing, heating, electrical, mechanical work
- ✓ Perform janitorial work such as sweeping, mopping, waxing, dusting, washing windows and screens
- ✓ Pick-up trash, rubbish and paper, and perform general grounds cleaning
- ✓ Utilize, operate and maintain a variety of hand tools and equipment used in the performance of assigned duties
- ✓ Prepare vacancies for occupancy adhering to the standards specified by the Authority
- ✓ Respond to questions and complaints from tenants in a professional manner
- ✓ Perform move in and move out inspections
- ✓ Replace light bulbs and fluorescent lamps, perform maintenance on electrical fixtures, wall heater, switches, outlets, and related equipment
- ✓ Make repairs on doors, windows, drywall, flooring, locks, gates, roofs, and ceilings
- ✓ Inspect residential units and determine necessary maintenance and repair needs
- ✓ Assist in maintaining shrubs, plants, flower, trees, and lawns

Maintenance II

- ✓ Paint a variety of surfaces using rollers, brushes, and/or sprayer
- ✓ Make plumbing repairs on valves, pipes, drains, sinks, toilets, faucets, and related equipment
- ✓ Perform repairs on cabinets, counter-tops, and other improvements requiring carpentry tasks
- ✓ Perform repairs on keys and locks as required
- ✓ Participate in the Maintenance On Call rotation and respond to maintenance calls and emergency situations after normal business hours

Behavioral Competencies: *To perform the job successfully, an individual should demonstrate the following:*

- ✓ **Commitment:** Set high standards of performance for self and Team; pursue aggressive goals and work smart to achieve success
- ✓ **Customer Service:** Meet/Exceed the expectations and requirements of internal and external customers; identify, understand, monitor and measure the needs of both internal and external customers; communicate and act with customers in mind; and recognize working colleagues as customers
- ✓ **Effective Communication:** Ensure important information is passed to those who need to know; convey necessary information clearly and effectively, orally or in writing; demonstrate attention to, and convey understand of, the comments and questions of others; and listen effective
- ✓ **Responsiveness and Accountability:** Demonstrate a high level of conscientiousness; hold self responsible for own work
- ✓ **Confidential:** Must abide by strict ethical standards, confidentiality when interacting colleagues, customers and in the course of all job duties

Job Competencies:

- ✓ Troubleshoot and repair 240 volt residential electrical system
- ✓ Troubleshoot and repair of residential HVAC systems
- ✓ Respond effectively to emergency maintenance calls when participating in the on-call rotation
- ✓ Repair of electrical, plumbing, appliance and building systems
- ✓ Methods, techniques, and tools used in the repair and maintenance of public housing buildings and related facilities
- ✓ Brazing, welding, soldering

- ✓ Uses, operations, and care of a variety of hand and power tools
- ✓ Safe work practices
- ✓ Uses, operations, and care of a variety of power equipment and machinery
- ✓ Perform skilled and semi-skilled tasks in a variety of maintenance and construction activities.
- ✓ Operate and maintain a variety of maintenance tools, air-less sprayer and equipment
- ✓ Perform heavy manual labor in varied climate
- ✓ Understand and follow oral and written instructions in English
- ✓ Read, write, and communicate in English

Experience: Four years of experience performing duties comparable to a Maintenance Worker I in the Imperial Valley Housing Authority, providing that the Maintenance Worker has successfully passed the Maintenance Worker II written test, and has received satisfactory work performance evaluations. Applies to all candidates: must have three years of experience in HVAC repair.

Education: Equivalent to completion of the twelfth grade, or G.E.D., including specialized courses on building maintenance and construction work. **Must hold a current E.P.A refrigeration transition certification

PHYSICAL DEMANDS OF THE POSITION:

Essential functions of the position will require frequent walking, standing, neck and waist bending, climbing, climbing ladders, repetitive use of hands, power hand grasping, reaching above shoulder level, sitting, squatting, kneeling, stooping, pushing, pulling, lifting and transporting of objects up to fifty pounds, entering confined spaces, walk indoors and outdoors on uneven ground. Possess the stamina to perform heavy manual labor in extreme climatic conditions

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a valid California Driver's License without restrictions that would cause the inability to participate in the after hours Maintenance On Call rotation
- Must be insurable under Housing Authority auto insurance
- Provide proof of legal work status in the United States
- Must hold a current E.P.A refrigeration transition certification