



Imperial Valley
HOUSING
AUTHORITY

Job Title	Maintenance Worker I
Department	Maintenance
Salary Schedule	21-A

Summary: This is the first level in the IVHA Maintenance Worker series. Under the direction of the Maintenance Supervisor, the Maintenance Worker I will perform duties associated with the maintenance and repair of public housing residential units and IVHA facilities.

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:*

- ✓ Perform routine building maintenance and repair involving carpentry, painting, preparation, plumbing, heating, and minor electrical and mechanical work.
- ✓ Make repairs or replace doors, windows, floors, locks, gates, roofs, and walls
- ✓ 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
- ✓ Adhere to safe work practices and procedures for all activities. Use available safety equipment and protective devices when required
- ✓ Respond to questions and complaints from tenants in a professional manner
- ✓ Perform move-in, move-out and annual inspections
- ✓ Perform janitorial work such as floor maintenance, waxing, dusting, washing windows and screens
- ✓ Pick-up trash, rubbish and paper, and perform general grounds cleaning
- ✓ Replace lighting, and maintain light fixtures, switches, and outlets
- ✓ Assist in the operation, adjustment, and minor repair of heating air conditioning units
- ✓ Operate various power and hand tools
- ✓ Clean and care for tools and equipment
- ✓ Assist in maintenance shrubs, plants, flower, trees and lawns
- ✓ Must participate in the Maintenance On-Call rotation and respond in emergency situations

- ✓ Must attend required training or seminars

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

- ✓ **Commitment:** Set high standards of performance for self; 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:** 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
- ✓ **Confidential:** Must abide by strict ethical standards, integrity objectivity and confidentiality when interacting colleagues, customers and in the course of all job duties

Job Competencies:

- ✓ Knowledge and experience in methods in maintenance and repair skills
- ✓ Efficient use of time, materials and equipment
- ✓ Participate in on-call duties as deemed necessary
- ✓ Communicate clearly and concisely, orally and in writing in English and in Spanish; expected to be courteous and respectful in interchange with employees, residents or general public
- ✓ Uses, operations, and care of a variety of hand and power tools, power equipment and machinery
- ✓ Maintenance and construction methods and equipment
- ✓ Understand and follow oral and written instructions in English
- ✓ Read, write, and communicate in English
- ✓ Perform semi-skilled tasks in the maintenance and construction of residential buildings and related facilities
- ✓ Develop transferable skills, motivation and confidence

- ✓ Perform heavy manual labor in extreme weather conditions

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of varied experience in maintenance and/or construction work

Education:

Equivalent to completion of the twelfth grade, or G.E.D., including specialized courses on building maintenance and construction methods

Physical Requirements:

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 weather conditions

Necessary 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