

GEAUGA METROPOLITAN HOUSING AUTHORITY
Job Description

Job Title: Maintenance I
Department: Maintenance
Reports To: Assistant Maintenance Manager
FLSA Status: Nonexempt
Prepared By: Maintenance Manager & Asst. Maintenance Manager
Prepared Date: June 2016
Approved By: Executive Director Dawn Farrell
Approved Date: June 2016

SUMMARY

Maintains and repairs property of GMHA by performing the below listed duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Cleaning of single bedroom buildings
- Completes unit preps as assigned by Assistant Manager
- Snow removal from sidewalk areas, spreading Ice Melter.
- Cleaning and painting of units and other public areas. Includes but not limited to cleaning kitchens, bathrooms, windows, doors, floors. Painting ceilings, walls and doors. Filling holes in drywall. Sanding drywall.
- Answer emergency calls if requested.
- Fill in for absent maintenance employees.
- Respond to daily work orders as assigned by Assistant Maintenance Manager.
- Maintain grounds by sowing grass seed, watering trees/shrubs, trimming shrubbery and trees, and cutting grass. Also includes, planting shrubs and trees, mulching beds, shoveling dirt, filling in holes and ruts.
- Perform any other semi-skilled work as assigned by Asst. Maintenance Manager.
- Handles and moves materials and trash as required.
- Moves heavy appliances.
- Performs janitorial services in community facilities and other public places and offices.
- Assists maintenance in interior and exterior building repair which includes but not limited to: plumbing, electrical, heating, carpentry.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE High school diploma; or equivalent combination of education and experience.

LANGUAGE SKILLS Ability to read, and comprehend simple instructions, short correspondence, and memos.

MATHEMATICAL SKILLS Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

REASONING ABILITY Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

CERTIFICATES, LICENSES, REGISTRATIONS Valid Ohio Driver's License.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and risk of electrical shock. The noise level in the work environment is usually loud.

Statement of Employee Understanding

I have read the above job descriptions for Maintenance I and agree that the duties are what I will perform. The above job description was received, read and understood by me.

Signature and Date