

**GEAUGA METROPOLITAN HOUSING AUTHORITY**  
**Job Description**

**Job Title:** Maintenance II  
**Department:** Maintenance  
**Reports To:** Maintenance Manager and Assistant Maintenance Manager  
**FLSA Status:** Nonexempt  
**Prepared By:** Human Resource Manager  
**Prepared Date:** June 2001  
**Approved By:** Executive Director  
**Approved Date:** September 19, 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.

Receives written work orders or verbal instructions from Maintenance Manager and Assistant Maintenance Manager.

Completes unit preps as assigned by Maintenance Manager and Assistant Maintenance Manager.

Cuts grass and trims weeds on GMHA property.

Repairs buildings by installing, repairing and finishing drywall; rebuilding stud walls, installing doors and miscellaneous carpentry work.

Repairs plumbing problems requiring greater skill, i.e. repairs leaks in domestic water feed lines or waste water sewer lines.

Repairs, services and replaces electrical and gas appliances and fixtures.

Repairs windows and replaces glass.

Repairs and replaces floor covering.

Paints interior and exterior walls and trim.

Fills out work order paperwork and other forms used by maintenance.

Operates snow removal equipment to maintain streets, sidewalks, and driveways.

Maintains and repairs GMHA buildings' plumbing and electrical systems, including replacing worn or defective parts such as switches and fuses.

Replaces worn or damaged parts such as hoses, wiring, and belts in machines and grounds-keeping equipment.

Moves heavy appliances.

Will be subject to on call 24 hours with a rotating schedule.

Will be subject to a Tuesday thru Saturday winter work schedule.

**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 general education degree (GED); or no less than three years of related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**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 instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Ohio driver's license. May be required to attend training to obtain the Pest Control Public Operators License and/or any other licenses needed for job performance. May be required to renew licenses every two years.

**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 regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to 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.

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

Statement of Employee Understanding

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

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Signature & Date