

<b>Position</b>	Maintenance Technician - Affordable Housing
<b>Primary Job Function</b>	Facilities
<b>Organization</b>	University Area CDC
<b>City</b>	Tampa Bay
<b>Date Needed</b>	06/26/2018
<b>Type of Position</b>	Full-Time
<b>Education Requirement</b>	Associate's/Technical Preferred
<b>Experience Requirement</b>	1-2 years
<b>Salary Terms</b>	hourly

**Description & Details**

The Maintenance Technician is responsible for maintaining the University Area CDC's (UACDC) apartment complexes. The technician keeps the appearance of the properties in excellent condition, both inside and out. Daily responsibilities include running work orders (electrical, plumbing, HVAC, etc.), appliance repairs and exterior maintenance including apartment turnovers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintain cleanliness and appearance of apartment complexes, including grounds.
- Install, maintain and repair machinery, equipment, physical structures, plumbing and electrical systems.
- Perform preventative maintenance.
- Tend and observe HVAC & landscaping equipment to verify efficient and safe operation.
- Respond to emergency maintenance calls as needed.
- Prepare vacant units for rental.
- Coordinate with maintenance contractors and vendors.
- Uphold UACDC's customer service standards while interacting with tenants and community members.
- Participate in UACDC community events.

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Other duties and responsibilities:

- Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Safety Committee.
- Participate in proactive team efforts to achieve departmental and company goals.
- Provide leadership to others through example and sharing of knowledge and skills.
- Other duties as assigned.

## **QUALIFICATIONS**

Associates degree (AA) or equivalent from 2-year technical school preferred. Minimum two years maintenance experience. Experience with A/C, plumbing and electrical systems. HVAC certification required. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Understand and interpret diagrams, blueprints and schematics. Ability to write routine reports and prioritize, organize and delegate multiple tasks and projects. Bi-lingual, English and Spanish preferred. Valid driver's license to drive company vehicle when needed. Ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required for travel between worksites.

## **TECHNICAL SKILLS**

Proficient computer skills to include database activity, inventory and YARDI software.

## **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 and talk or hear. The employee is occasionally required to sit climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and for move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **ADA STATEMENT**

The list is intended to give an overview of the position as performed by a person without disabilities. In conforming with the American with Disabilities Act and UACDC's policy on Equal Employment Opportunity, UACDC will make reasonable adjustments to enable an otherwise qualified

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individual with a disability to perform the essential functions of the position with or without accommodation where necessary.

The Duties and Responsibilities, Skills and Abilities listed above are not intended to be an exhaustive list for this position. They are intended to be exemplary of the level and complexity of work generally performed by a person in this job. The duties and responsibilities may be changed due to evolution of the position or to reflect the special abilities or disabilities of the person in the position.

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**How to Apply / Contact Info**

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