



<b>Position Title:</b>	Maintenance Assistant	<b>Department:</b>	Maintenance
<b>Reports to:</b>	Manager of Modernization & Maintenance	<b>Employment Status:</b>	Full-Time
<b>FLSA Status:</b>	Non-Exempt	<b>Date Created:</b>	April 2021

## Summary

The primary purpose of this position is to maintain the Authority's housing sites and grounds by fulfilling work orders within specified timeframes. The incumbent receives assignments that include but are not limited to: carpentry, painting, electrics, plumbing, drywall, ground maintenance, and janitorial activities. This position periodically serves as an on-call worker for emergency calls, during periods when no one is scheduled to work, such as nights, weekends, and holidays.

All activities must support The Greenville Housing Authority's ("TGHA" or "Authority") mission, strategic goals, and objectives.

## Essential Duties and Responsibilities

*The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.*

- Assists in completion of a wide range of building repairs and maintenance functions in response to work orders submitted by residents or Authority staff members. Completes all assigned work in a timely manner.
- Assists in performance of routine preventive maintenance to ensure that building systems operate efficiently and that the physical condition of the building does not deteriorate.
- Performs carpentry repairs to damaged walls, roofs, woodwork, floors, gutters and downspouts, garage doors, cabinets, interior and exterior doors, and other housing fixtures.
- Repairs plaster, patches old plaster, and removes loose plaster in Authority properties.
- Assists in repair or replacement of wiring and parts for electrical outlets, switches, light fixtures, and breaker switches and fuses.
- Assists in repair or replacement of plumbing fixtures and fittings, including but not limited to: showers, faucets, drains, sewer lines, toilets, sinks, water heaters, and water pumps.
- Assists with installation and maintenance of HVAC equipment.
- Assists in repair, adjustment, or installation of various appliances and equipment, including but not limited to: refrigerators, gas and electric stoves, furnaces, water heaters, washers, dryers, and air conditioners.
- Repairs and replaces bathroom tile, grout, and seals to maintain water-tight enclosure.
- Uses brushes, rollers, and related equipment to apply the required number of coats of paint, enamel, varnish, lacquer, or other protective or decorative material on a variety of surfaces.
- Assists in inspections of occupied and vacated housing units; repairs and paints units as needed.
- Performs janitorial duties, including but not limited to: cleaning floors, restrooms, trash rooms, boiler rooms, halls, stairways, and sidewalks.
- Ensures that vacant units are turned and made ready in a timely manner.
- Performs janitorial or laborer duties to ensure dwelling units, common areas, and public areas are clean and safe.



- Completes appropriate work order documentation for all maintenance tasks, and maintains files of completed work orders.
- Maintains grounds; coordinates lawn service and other outdoor grounds service from approved vendors as needed.
- Performs on-call service during evenings and weekends on a scheduled or rotating basis.
- Completes other related duties as assigned.

### **Behavioral Competencies**

*This position requires the incumbent to exhibit the following behavioral skills:*

*Job Knowledge:* Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

*Commitment:* Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

*Customer Service:* Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

*Effective Communication:* Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

*Initiative:* Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

*Responsiveness and Accountability:* Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

*Teamwork:* Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

### **Job Competencies**

- Knowledge of TGHA building facilities and equipment.
- Knowledge of TGHA rules, policies, and safety procedures.
- Knowledge of the basic principles of building maintenance, including standard practices and methods of electricity, plumbing, and carpentry.
- Knowledge of basic mathematics in order to take accurate measurements and calculate required materials.
- Knowledge and ability to use tools and equipment used in building maintenance.



- Ability to read and understand or interpret directions, instructions, warnings, blueprints, work orders, plans, service manuals and TGHA policies and procedure manuals, or given orally in English.
- Ability to complete work order forms in accordance with established procedures.
- Ability to instruct new employees and helpers in the methods of maintenance and repair.
- Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner.
- Ability to recover refrigerant from refrigerators and air conditioning equipment.
- Ability to operate and drive vehicles and equipment.
- Ability to work outside for long periods of time in all kinds of weather.

### **Education and/or Experience**

High School Diploma, GED, or vocational/technical training equivalent required and a minimum of one (1) year of experience in construction or building maintenance or vocational training focusing in carpentry, plumbing, and electrical repairs. An equivalent combination of education and experience may be considered.

Some positions may require possession of a valid driver's license and the ability to be insurable under the Authority's automobile insurance plan at the standard rate.

### **Technical Skills**

To perform this job successfully, the employee should be able to successfully operate a variety of applicable hand-held tools and equipment. Must have the ability to learn proper use of other tools and equipment as required by assigned tasks.

### **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.

To perform this job successfully, the employee is frequently required to travel to and throughout various Authority properties to clean and maintain grounds. Daily movements include sitting; standing; reaching and grasping; moving about the properties; and attending onsite meetings and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 50 pounds.

### **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.

Position generally works on Authority properties, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud and the environment may be more hazardous than a standard office environment. This position may be required to work with contractors as well as Authority residents.



**Read and Acknowledged**

---

**Employee Signature**

---

**Date**

---

**Employee Name [printed]**