



Hugo Housing Authority Maintenance Level I & II Position Description

Job Title:	Maintenance Level (I), Maintenance level (II)
Report To:	Maintenance Lead
Status:	Full Time/Non-Exempt
Probationary Period:	Six (6) Months
Work Schedule:	Monday – Friday (40 hours)

General Description

Under regular supervision, performs a wide variety of semi-skilled tasks in the maintenance of all public housing units in a decent, safe and healthy manner while maintaining a high level of efficiency and quality of workmanship. Performs related work as required. Ensures that any observation or general knowledge of non-compliance with Housing Authority policy is immediately reported to HHA management.

Education and Experience:

- High school diploma or equivalent is required. Trade school training a plus and may substitute for formal education.
- One to five years of verifiable hands-on general maintenance experience (i.e., plumbing, electrical, carpeting, painting, etc.) is preferred with proficiency in at least one major area.

Certificates, Licenses, Registrations, Requirements

- Must possess a valid Oklahoma or Texas driver's license
- Must pass background check

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

Maintenance Worker I

- Maintains various facilities and housing units by performing minor and routine tasks such as painting, plumbing, electrical wiring, stripping/buffing tile floors, cleaning rugs, changing light bulbs, cleaning appliances and walls and janitorial duties
- Ensure that safety guidelines and regulations are followed
- Participates in the moving of large appliances



- Prepares and paints the interiors and exteriors of Housing Authority units and buildings
- Installs, adjusts and replaces smoke alarms; replaces batteries as needed.
- Notifies department management concerning the need for major repairs or additions to lighting, heating and ventilating equipment.
- Performs routine maintenance on equipment and hand tools
- Attends training programs.
- Complete work orders on mobile devices

Maintenance Worker II

- Complete essential functions for a Maintenance Tech Level I.
- Repairs or replaces plumbing fixtures, sewer lines and sprinkler systems, electrical and lighting systems, parts on household appliances, HVAC systems and miscellaneous hardware such as door locks, door jambs, window screens, handicap bars, and curtain rods and blinds.
- Builds, repairs and installs counters, cabinets, benches, partitions, floors, doors, building framework and trim
- Installs items such as window shades, venetian blinds, curtain rods, wall fans, and door locks for tenants.

Benefits:

- Medical Insurance – 95% paid by the agency for employee.
- Dental and Vision Insurance – Agency paid.
- Retirement – 3.5% paid by employee and 7.5% paid by the agency.
- Air Ambulance– Agency paid.
- Supplementary Insurance (Hospitalization) – Agency paid.
- Voluntary supplementary medical Insurance (all other types carried by the insurer) – 100% paid by employee.
- Term Life Insurance (\$100,000 Policy) – Agency paid.
- Vacation and leave per personnel policy.



Acknowledgement:

- I have read and understand the explanation and position description.
- I have the ability to complete the functions and duties outlined in the position description.
- The job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position.
- If I have any questions regarding the information I have read or the interpretation of any requirements, I will bring them to the attention of my supervisor.

Date: _____ Signature: _____

Name Printed: _____

Applicants needing assistance due to disability may contact Ryandal Gilmore at (580) 326-3348 or r_gilmore@hugoha.com to request assistance.

