



MAINTENANCE TECHICIAN

Created: 04/19/06

Updated: 08/21/2024

Class Code : Range 8

DEPARTMENT: Housing

FLSA: Non-Exempt

General Description

The Maintenance Technician is responsible for repairs and maintenance of physical structures such as apartment units and office buildings. The Maintenance Technician performs routine to complex tasks related to the maintenance, repairs and modifications of buildings, equipment and common areas as requested. Operates and maintains hand and power tools and light mechanical equipment. Performs basic painting, carpentry, electrical and plumbing repair work of average difficulty in response to work order/service requests. The Maintenance Technician must have the ability to communicate effectively with tenants, vendors and employees.

Essential Functions

The duties and responsibilities listed below describe the general nature and scope of work.

- **Building Maintenance:** Conducts inspection of physical condition of the community and immediately initiates action to correct unsafe conditions, broken items, and equipment. Assists lead maintenance technician in major repairs. The ability to assess and report any hazards before, during and after performing job tasks. Conducts inspections of units, re-keys locks, replaces doorknobs and fixtures, operates electric buffer and other flooring equipment for sweeping, waxing, buffing, and shampooing carpets. Removes and/or installs appliances i.e.: refrigerators and stoves. Prepares vacant units for re-leasing. Assists maintenance team in ensuring a safe environment.
- **Troubleshoots or makes minor repair:**
 - Electrical - replaces wiring and parts for electrical outlets, switches, light fixtures, breakers/fuses and fittings.
 - Plumbing – repairs leaky faucets, unclog drains and sewer lines, repair/replace damaged toilets, sinks and water cutoffs.
 - Carpentry – removes and reinstalls doors, cabinets and/or conducts minor repair.
 - Painting - scrapes, sands and/or apply cleaning agents to prepare interior walls for painting. Paint prepared surfaces with brush/roller/sprayer.
- **Grounds Maintenance:**
 - Sweeps sidewalks and parking lots, picks-up litter as-needed. Rakes leaves as needed and assures grounds are in pristine condition.

- The Maintenance Technician may be required to perform work for South Tucson Housing Authority outside of the regular work schedule. Other responsibilities and skills may be required, as needed, to include but not limited to On-Call scheduling and other duties as assigned.

- **Technical Skills:**

- Knowledge of basic tools: screwdrivers, pliers, chancel locks, etc.
- Knowledge of building construction practices and terminology.
- Knowledge of standard safety.
- Knowledge to employ techniques used in maintenance and repair of residential buildings and equipment.
- Knowledge and ability to read schematics, prints or as-built drawings.
- Knowledge of utility meter shut-off, apartment and fixture shut-off, sewer clean-outs.
- Ability to operate hand tools and approved power tools.
- Ability to follow oral and written instructions.
- Ability to communicate effectively with customers and employees.

- **Physical Demands:**

The physical demands described are representative of those that must be met by Technician to successfully perform the essential functions of this job. To perform this job successfully, the employee must frequently require to:

- The ability to lift at minimum 50 pounds.
- Lifting, carrying, pushing, or pulling light to moderately heavy objects.
- Bending, kneeling, crouching, or crawling.
- Sitting or standing for long periods of time;
- Able to work at heights and/or in crawl spaces.
- Personal Protective Equipment (PPE) required – must be able/willing to wear safety goggles, respirator, N-95 mask, gloves, coveralls, steel-toed boots as needed when working with specific equipment and materials.

- **Work Environment:**

The work environment characteristics desired are representative of those an employee encounters while performing the essential functions of this job. Maintenance and construction sites:

- Outdoor environment in all types of inclement weather.
- Occasional unsanitary conditions.

- **Officer Environment:**

The noise level in the work environment is usually moderate. High level of interaction with external/internal clients may be required to work at different properties or sites for interim periods to support business needs.

Minimum Qualifications

Minimum Education Level & Type: High School Diploma or G.E.D.

Minimum Experience Qualifications: 2 years' experience in general construction and/or maintenance of residential and/or commercial properties.

**Any combination of relevant education and experience may be substituted on a year-for-year basis.*

License and Certifications

Arizona valid driver's license at the time of hire.

Ability to be insured by the City of South Tucson Housing Authority's liability and fleet insurance carrier.

Must have the ability to earn certifications as required by position.

Driving Requirements

The following information pertains to driving requirements for this classification with the City of South Tucson. Under "Driving Level" None, Secondary or Primary, refers to the driving responsibility as it relates to the essential functions of the classification. License Type, the type of Arizona Driving License required for the classification. If the position requires a Commercial Drivers License (CDL), the endorsements will be listed under "Endorsements." Under Safety Sensitive a "Yes" means employees with this classification are subject to pre-employment and random drug testing. License Type A,B,C,D, or M may require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid drivers license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage. Exceptions to classification driving requirement's may exist based on position.

Driving Level: Secondary

License Type: Valid and Unrestricted D - Driver

CDL Endorsements: None

Safety Sensitive: No