

**CITY OF ANN ARBOR, HOUSING COMMISSION  
JOB DESCRIPTION**

**JOB TITLE: FACILITIES MAINTENANCE TECHNICIAN- AAHC**

Job Number: 114500/510/520/530/540

Date Finalized: 12/1/2016

<b>Service Area:</b> Housing Commission <b>Service Unit:</b> Housing Commission	<b>Accountable To</b> Facilities & Maintenance Manager
<b>Mission Statement</b> Ann Arbor Housing Commission (AAHC) seeks to provide desirable housing and related supportive services for low-income individuals and families on a transitional and/or permanent basis. AAHC will partner with housing and service providers to build healthy residential communities and promote an atmosphere of pride and responsibility.	
<b>Role Summary</b> Under the supervision of the Facilities & Maintenance Manager, Facilities Technician - AAHC is responsible for performing maintenance and repairs to apartments and building systems. Responsible for executing repairs as needed, preventative maintenance and work orders; work is performed individually and in teams. Manage and maintain equipment, materials, inventory and stock items; including loading and unloading of inventory material.	
<b>Duties</b> Incumbent may be responsible for, but not limited to, the following duties:  <b>Essential Duties</b> <ul style="list-style-type: none"> <li>• Conduct necessary maintenance and repairs of Housing Commission properties</li> <li>• Complete preventative maintenance to HVAC systems, roofs, gutters, plumbing and other building components and grounds as needed</li> <li>• Turn vacated units including; painting, drywall repair, lock replacement, and basic plumbing, appliance and electrical repairs</li> <li>• Perform proper cleaning, finishing and painting of exterior and interior surfaces</li> <li>• Diagnose and repair or replace appliances</li> <li>• Program thermostats and boilers</li> <li>• Assemble, repair and move office furniture</li> <li>• Coordinate with property management staff, residents, and contractors to complete work</li> <li>• Use and maintain power tools</li> <li>• Operate various warehouse equipment and machinery</li> <li>• Monitor and maintain inventory control</li> <li>• Drive large maintenance vehicles and maintenance related machinery between housing commission sites</li> <li>• Rotate on-call services for emergency work orders</li> <li>• Determine and communicate to manager when a licensed contractor is needed to make a repair</li> </ul>	
<b>Related Work</b> <ul style="list-style-type: none"> <li>• Refer to Facility Manager to order equipment, materials and supplies</li> <li>• Ensure safe and clean work environment</li> <li>• Perform related work as assigned</li> </ul>	
<b>Knowledge of:</b> <ul style="list-style-type: none"> <li>• Standard practices, methods, materials and tools of mechanical and building trades</li> <li>• Use and care of maintenance and repair tools and equipment</li> </ul>	

- Operating motorized equipment and power tools
- Execution of work orders
- General plumbing, carpentry, electrical, and painting practices, procedures, tools and equipment
- General boiler and HVAC practices, procedures, tools and equipment
- Work safety procedures and precautions
- General mechanical practices, procedures, tools and equipment for large and small equipment
- Knowledge of Fair Housing regulations

**Skills and Ability to:**

- Maintain strict confidentiality of all tenant records
- Understand and execute oral and written communications
- Demonstrate well-developed organizational and time management skills
- Communicate with low-income, elderly, and disabled individuals
- Demonstrate high-level customer service skills
- Function independently and as part of a team
- Demonstrate safe and appropriate use and maintenance of hand and power tools
- Repair equipment and systems using appropriate tools
- Perform preventative maintenance according to a specified schedule
- Read and follow manuals and plans
- Identify problems and implement solutions
- Use computers and related software applications including use of property management software

**Equipment**

Power tools, motorized equipment, hand tools, PC, standard office equipment and motor vehicle.

**Training and Experience**

Required

- High School diploma or equivalent G.E.D
- Two years multifamily residential or apartment facilities maintenance experience

Preferred

- Work experience or training in apartment maintenance: 4 years
- Work experience in basic home repair and troubleshooting: 2 years
- Construction experience- 2 years
- Work experience in inventory management

**Licensing Requirements**

Valid Driver's License

**Physical Requirements**

The physical demands described here are representative of those must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The physical ability to walk, stand, stoop, bend, crawl, climb, kneel, crouch, reach, push, pull, lift, grasp and perform repetitive motions. The work requires the ability to operate hand and foot controls on machinery and equipment.

Incumbent may be exposed to hazardous physical conditions (i.e., confined spaces, heights, mechanical parts, electrical currents, vibration, etc.), poor atmospheric conditions (i.e., fumes, odors, dusts, gases, and poor ventilation), inadequate lighting, and intense noise. In addition, the work will require seasonal exposure to extreme (both hot and cold) weather conditions, including snow and ice.

The physical ability to ascend and descend ladders to access work areas, and enter into and exit from confined spaces. The work often involves the ability to perform routine moderate lifting and carrying

up to 25 lbs and occasional heavy lifting up to 100 lbs. The incumbent may be expected to walk on rough, uneven terrain, as well as wet and slippery surfaces. The work requires the ability to distinguish colors and to hear audible alarms.

The incumbent may be required to use a respirator, and to participate in necessary respiratory protection program and respiratory fit testing. Incumbent may also be required to participate in necessary audiometric testing. Incumbent may be exposed to blood borne pathogens.

Medium Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**Description Prepared By**

E.Lindsley/HR Review 2/07/ Revised L. Mitchell/HR Review –SS, AW 7/14/14/ Union approved by Curt Morris 7/24/14

Reviewed J.Hall 10/10/16/ HR Review – 11/2016/ Legal Review- NN/ Union approved by Curt Morris 12/1/16