



Position Title:	Maintenance Technician	Department:	Property Management
Reports to:	Maintenance Supervisor	Approved By:	Executive Director
FLSA Status:	Non-Exempt	Approved Date:	1/24/2025

Summary

This is a skilled position whose primary responsibility is to ensure the proper operation and satisfactory condition of agency-owned motorized equipment, appliances and electrical systems through preventative maintenance, inspections and repairs. Individual performs maintenance service calls in apartments and assists in the performance of various projects.

All activities must support the Michigan City Housing Authority ("MCHA" 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.

Work Order Completion

Plumbing

- Perform non-routine plumbing repairs such as replacing toilets, repair of sewer lines, lavatories, sinks, commodes, floor drains and all sanitary plumbing fixtures and lines.
- Anchor fixtures
- Repair and overhaul faucets, shower heads, ball cocks, hydrants, stop valves, etc.
- Replace or repair waste lines (metal and plastic)
- Replace washers and otherwise fix dripping faucets and water leaks.

Carpentry

- Replace hardware on cabinets, drawers and doors.
- Install, tape, and sand drywall.
- Install baseboard molding.
- Repair doors and window frames.
- Install floor tile and ceramic tile
- Install countertop laminate
- Replace drop-ceiling tiles
- Simple screen door and window repair

Electrical

- Trouble shoot and do minor repair of faulty electrical systems
- Install electric fixtures
- Repair or replace outlets and/or fixtures
- Replace bulbs and cords
- Reset breakers, fuses, and thermostats

Perform Emergency Maintenance

- Repairs gas lines
- Repair or replace waterlines
- Repair or replace sewer lines
- Repair of major appliances
- Repair of furnaces
- Repair of miscellaneous equipment

HVAC Maintenance

- Diagnose and correct problems with hydraulic, boiler, individual apartment heating units and central air conditioning units and their related systems such as circulating pumps, zone valves, compressors, electric motors, electronic controls, cooling towers, steam tanks, compressors, condensers, etc.
- Maintain preventative maintenance schedule for the inspection and servicing of these systems and their components.
- Stay current with applicable technical data regarding the repair or replacement of components.
- Determine continued service ability of these items and make recommendations on future actions with respect to these items.

Vacant Unit Rehabilitation and Preparation

- Determine quantity and type of materials needed to prepare unit for rental.
- Perform all routine duties required to prepare unit for occupancy including cleaning, plumbing, carpentry and routine electrical and painting.
- Maintain records on materials used and time spent in preparing units for rental.
- Other duties, as required.

Responsibility for Relationships

Internal

- Daily personal contact with the Maintenance Supervisor to receive job assignments, accept instructions, and to have work reviewed. Also, to discuss problems and their resolution.
- Periodic personal contact with the Housing Managers to receive job assignments and to have work reviewed.
- Occasional personal contact with other Maintenance employees when working together.

External

- Occasional personal contact with tenants while correcting maintenance deficiencies in housing units.
- Counsel and advise tenants in care and maintenance of their apartments.

Knowledge, Skills and Abilities Required

To perform this job successfully, the employee should possess; working knowledge of maintenance techniques and agency maintenance policies/procedures, working knowledge of most facets of facility and component repair along with maintenance tools and equipment, working knowledge of building construction methods and materials, operating knowledge of gas and water valves, working knowledge of paints, coatings, finishes, thinners, solvents, cleaning compounds, and patching and sealing materials.

Ability to follow oral and written instructions. Ability to take accurate measurements and determine quantity of materials needed to complete repairs. Ability to diagnose emergency maintenance problems and effect repairs. Ability to write legibly.

Physical Demands/Work Environment

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.

Most of the work is performed in the field, either outdoors or inside buildings and apartments. The incumbent must sometimes work under adverse conditions such as bad or uncomfortable weather, tight confined, or dirty areas. This position requires travel to different work sites, therefore, the ability to drive a truck or van is essential. This position is very physically demanding. It requires a physical exam, considerable physical strength, stamina, flexibility, balance and a full range of motion. This position will require bending, stooping, climbing and lifting (50 lbs. or more).

Education/Experience Requirements

High school diploma or G.E.D. Vocational or technical school studies in a least one facet of maintenance at an apprentice level. 3 years' experience in automotive repair, appliance repair, or electrical system installation or repair. Ability to follow oral and written instructions. Must have valid IN driver's license and be insurable on our commercial insurance policy.

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.

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.

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; and 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; and recognizes working 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; and listens effectively

Professional Behavior: Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

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

Reliability & Judgment: Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Agency expectations. Performs work in a reliable manner that is both accurate and timely.

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

Safety Awareness: Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.