**FLINT HOUSING COMMISSION**
**JOB DESCRIPTION**

**TITLE:** MAINTENANCE TECHNICIAN

**REPORTS TO:** MAINTENANCE OPERATIONS DIRECTOR

**SUPERVISES:** N/A

## GENERAL STATEMENT OF DUTIES:

The maintenance technician position performs work in general maintenance, preventative maintenance, grounds maintenance, repair and modification of all Flint Housing Commission owned buildings and grounds.

## DUTIES:

- **Minor plumbing:**
  - Minor repairs that involve only the clearance of stoppages.
  - Repair or replacement of faucet, valve, or reinstallation of that same plumbing fixture provided no modifications are made to the plumbing system.

- **Minor Electrical:**
  - Replacement of an electrical switch.
  - Replacement of an electrical lighting fixture.
  - Replacement of a part within a permanently installed electrical appliance or equipment.

- **Ground Maintenance and Landscaping**:
  - Mows grass, pulls weeds, trims and prunes trees and shrubs, waters lawns and plants, replaces light bulbs along pathways and parking areas, and sweeps or rakes leaves.
  - Clears snow and ice from buildings and grounds to ensure tenant and employee safety.
  - Picks up paper, garbage and debris from building and grounds.

- Operates standard power tools and hand tools, wrenches, pipe cutters, drain augers, shovels, rakes, lawn mowers, snow blowers, bobcats, caulking guns trowels, etc.

- Completes drywall repair, which includes replacement and patching of drywall.
- Performs painting, which includes minor touch-ups following damage repair and applying new coats of paint to unit walls.
- Processes work orders and reviews work to ensure that unit will pass inspection.
- Installs flooring, subfloor and tile replacement as needed.
- Complies with all Flint Housing Commission's Safety Policies and Procedures.
- Contributes to team efforts by performing other responsibilities and duties as required or assigned.

**QUALIFICATIONS:**

- High school diploma or equivalent.
- Two (2) years experience in building and grounds maintenance repair work.
- Ability to lift or handle variety of appliances and items including refrigerators, sinks, counter tops, etc.
- Ability to operate variety of power and hand tools used in carpentry, electrical and plumbing.
- The ability to lift 50 pounds or more.
- The ability to kneel, crawl, stoop, and crouch in order to work in tight or cramped spaces.
- Possession of a valid Michigan Driver's License.

**By signing below, the employee is acknowledging that he/she understands the requirements, essential functions and duties of this position.**

Employee's Signature_____Date_____