

Northern Ponca Housing Authority

Providing Homes, Creating Communities, Changing Lives



Position Title:	Maintenance Technician
Department:	Maintenance
Reports To:	Construction & Maintenance Supervisor
Classification:	Full-time
Status:	Non-exempt
Salary Range:	\$13.00 - \$18.00 hourly
Location:	Norfolk, NE
Hours of Work:	Monday through Friday, 8:00am-4:30pm, variations in days and time as needed
Approval Date:	06/08/2013

Job Function:

The Maintenance Technician (MT) is responsible for maintaining NPHA residential units. The Maintenance Technician carries out the duties and tasks necessary to complete each maintenance work order. This position requires a working knowledge of use of construction tools and maintenance techniques. The position requires daily travel to residential units and interaction with tenants within the NPHA service area. The Maintenance Technician must be capable of using of independent judgment, tact and diplomacy. The Maintenance Technician is responsible for providing high quality customer service and timely completion of all assigned projects and tasks.

Essential Responsibilities and Duties:

1. Performs the maintenance of residential units including preventative and seasonal maintenance activities and repairs requested by tenants.
2. Trouble shooting and repair of mechanical systems, appliances, windows, doors & utilities, appliances, HVAC, plumbing, and electrical systems.
3. Schedules and performs maintenance work in an efficient, cost effective and expeditious manner.
4. Purchases supplies, materials and services for maintenance repairs in accordance with PO and Procurement policies.
5. Responds to emergency maintenance problems during and after hours as directed by the supervisor which may include but not limited to unit repairs, appliance repairs, plumbing repairs, HVAC repairs, snow removal and any other tasks as directed by supervisor.
6. Certifies the completion of work orders and provides timely reports on completed tasks & projects and performs required maintenance record keeping and inventory control duties as directed by supervisor.
7. Cleans and prepares empty residential units for occupancy including completing any repairs to restore the unit to excellent condition within the scope of work on schedule and within budget.
8. Assists in inspecting residential units for tenant move-ins, move-outs, and annual inspections as directed.
9. Assist in monitoring modernization and rehabilitation activities performed by contractors by performing on-site inspections and interviewing contractors and staff as needed.
10. Accounts for and maintains an inventory log of all tools, equipment, materials and fixtures on a weekly basis.
11. Notifies the Construction & Maintenance Supervisor when damage of property has occurred to residential units and any other tenant violations of policy in accordance with NPHA tenant policies.
12. Demonstrates home safety and maintenance practices to tenants and homeowners.
13. Responds to customer service complaints, suggestions and other communications.
14. Works to assure tenant satisfaction and compliance with NPHA policies.
15. Perform other duties as assigned.

Knowledge, Skills, and Abilities:

1. Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures, including general carpentry, construction, plumbing, electrical, HVAC.

1501 W. Michigan Ave, Norfolk, NE 68701

P: 402-379-8224, F: 402-379-8557

www.poncahousing.org, NPHA is an at-will employer

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Responsibility and Authority

No supervisory responsibilities.

Requirements and Qualifications:

1. High school diploma or its equivalent.
2. 2-5 years of experience in maintenance and residential rehabilitation construction.
3. Previous on the job experience within a property maintenance, construction, or remodeling field.
4. Experience operating computers with all MS Office products, databases, and/or property management software.
5. Mathematical, tape measure reading, and blue print reading experience required.

Physical Requirements/Working conditions:

1. 100% of the time is spent performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
2. 100% of the time is spent using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
3. Able to lift 75 lbs. minimum.
4. 95% of the time is spent out of the office at residential units.

NPHA Requirements:

1. Ability to follow policies and procedures, such as personnel, safety, housing, maintenance, etc.
2. Ability to establish and maintain effective relationships with NPHA staff, contractors, tenants, and tribal members.
3. Ability to be understand and relate to Native American traditions, customs, and socioeconomic conditions.
4. Works as a team to develop a "best practice" approach in housing functions.
5. Must be able to work with little or no supervision.
6. Must have as a valid Nebraska Driver's License and be insurable throughout the duration of employment.
7. Comply with drug and alcohol free workplace policies.
8. Successful completion of background screens and pre-employment drug testing.

IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.

Employee

Signature

Date

Supervisor

Signature

Date

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