



Regional Housing Authority

Position Description

MAINTENANCE GENERALIST

I. Summary:

Under the general supervision of the Maintenance Manager, the Maintenance Generalist is responsible for maintaining all assigned THRHA properties. Minor maintenance, unit inspections, submitting reports, cleaning and painting are typical responsibilities.

II. Authority:

The Maintenance Generalist reports directly to the Maintenance Manager.

III. Duties and Responsibilities:

- Performs weekly site inspections to assure that tenants are keeping their unit and all areas around all buildings clean and barrier free.
- Performs maintenance work necessary to keep individual homes and rental buildings in good condition. (This may include plumbing, heating, electrical, painting, and other repairs).
- Performs as the Housing Authority's local representative in generating interest and local support of the project, maintaining 100% occupancy. This includes providing applications to all interested individuals.
- Maintains a sense of structure and stability in the projects, creating a peaceful environment for the tenants to enjoy. Same day response to tenant complaints or needs is essential.
- Performs move-out and move-in inspections. Serve eviction notices, tenant violation notices.
- Performs other related duties as assigned by the Juneau office (including setting up appointments, delivering hand-outs, questionnaires and schedules as needed.
- Must submit weekly written reports to keep the Maintenance Manager informed of the status of all work pending or completed, on any issues or concerns forwarded to them by the tenants.

IV. Required Knowledge, Abilities and Skills.

- Ability to communicate orally and written in a professional manner.
- Knowledge of computer systems and Microsoft Office Software,
- Knowledge of digital photography,
- Knowledge of dwelling inspections,
- Ability to estimate for rehabilitating vacated units,
- Knowledge of carpentry, painting, basic electrical and sheet rock repair skills.
- Ability to drive passenger vehicles and passenger trucks.

- Ability to lift 50 lbs.
- While performing the duties of this job, the employee is regularly required to:
 - Talk or hear;
 - Stand;
 - Walk;
 - Lifting;
 - Grasping;
 - Pushing and pulling;
 - Repetitive motion;
 - Use hands to finger, handle or feel;
 - Reach with hands and arms;.
 - Climb or balance;
 - Stoop; kneel; crouch; or crawl;
 - Occasionally required to sit.
 - Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

V. Minimum Required Knowledge, Ability, and Skills.

High School Education. Two years maintenance and/or construction experience. Must have valid AK driver's license.

VI. Grade Level:

Regular Part Time
Salary Grade 8/9 (Journey or Lead level)

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Supervisor/Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____