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## MAINTAINANCE TECHNICIAN- LEVEL 2

Westbrook Housing prides itself in the quality of its facilities and the level two maintenance technician position is essential to achieving the standard we strive to maintain. This position will perform a broad spectrum of maintenance and service related tasks to maintain their assigned facilities in a safe and sanitary condition, and in good repair.

This position shall perform duties across the total spectrum of facilities maintenance activities including but not limited to inspection, service and repair of plumbing fixtures, carpentry, painting, basic service of heating/cooling systems, minor electrical work, exterior grounds/landscaping, etc. to ensure all facilities are maintained in a healthy, safe condition and in good repair. In addition to responsibilities related to general maintenance, this position is also charged with janitorial duties for all facilities managed by Westbrook Housing. Technicians are essential personnel, and as such must be able to participate in the off- hours, on-call staff rotation and respond immediately to emergency maintenance calls 24 hours a day while on-call. Additionally, this position is tasked with reporting to work off hours when called by supervision to assist with winter storm recovery and other emergencies.

Technicians must work with limited supervision relying on experience and judgment to accomplish a variety of tasks that vary in degrees of difficulty.

This position requires the ability to use a tablet computer for accessing the timecard, work order, and email systems and accessing other job essential information.

This position involves daily interaction with our residents and must be able to interact in a courteous and professional manner with our senior, disabled and family residents.

Technicians report to the Facilities Maintenance Director and perform work as scheduled by the Operations Coordinator who ensures execution of the facility maintenance plan.

### ESSENTIAL FUNCTIONS:

Responsible to/for:

1. General cleaning of interior common areas and exterior grounds
  - Ensure that the interior of buildings such as common rooms, corridors, stairwells, laundry rooms, utility rooms, public restrooms, etc. are kept safe, clean and sanitary by performing daily walk through inspections and attending to issues as needed.



- Ensure that building exteriors and grounds are kept safe, free of debris, cigarette butts and trash by performing daily walk through inspections attending to issues as needed.
2. General maintenance and repairs in all common areas, apartments and exterior facades
    - Troubleshoot issues, plan repairs, and engage in required actions to repair all general maintenance defects.
    - Assist with assigned renovation / remodeling and capital improvement projects.
    - Make ready vacant units for occupancy by performing tasks in janitorial sanitation, maintenance and repairs.
  3. Preventative maintenance in all common areas, apartments and exterior facades
    - Ensure that any hazardous conditions interior or exterior are immediately taken care of by performing daily walk through inspections.
    - Ensure that building systems, i.e. HVAC, Alarms, Security, etc. are in working order by performing daily walk through inspection and reporting all defects.
  4. Prepare for property inspections conducted by outside regulatory agencies
    - Following HQS and/or REAC prescribed standards conduct preliminary inspections of all common areas and units of property that is scheduled for inspection.
    - Resolve all deficiencies noted from inspection.
  5. Conduct annual property inspections on behalf of Westbrook Housing
    - Following HQS prescribed standards conduct inspections of all common areas and units of property that is scheduled for inspection.
    - Resolve all deficiencies noted from inspection.
  6. Conduct resident move out inspections on behalf of Westbrook Housing
    - Following HQS prescribed standards conduct inspection of vacant unit with resident and property manager.
  7. Perform assigned tasks related to snow removal
    - Includes shoveling, snow blowing or plowing snow away from covered walkways and driveways, and laying down snow melt to prevent build up of ice and prevent slipping.
    - Be available to work extended hours and shifts as needed during snow removal operations.
  8. Comply with all Westbrook Housing Safety policies.

9. Respond to emergency/disaster situations without advanced notice.
10. Participate in On Call rotation.
11. Other duties as may be assigned.

**COMPETENCIES:**

1. Able to Work Independently
2. Attention to Detail
3. Time Management
4. Trustworthy & Ethical
5. Teamwork
6. Communication
7. Problem Solving Skills
8. Use of Hand and Power Tools

**Supervisory Responsibility:** None

**Physical Demands:**

This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must be able to climb and work from a ladder with arms over their head and frequently lift and move items over 50 pounds. Manual dexterity for grasping and fine motor skills is required for assembly of small items. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must be able to tolerate working outdoors in extreme cold and humid, hot weather.

**Communication Skills:**

The employee is required comprehend the English language and be able to hear, speak, read, write. The technician must be able to interact in a courteous and professional manner with all our senior, disabled and family residents.

**Position Type and Expected Hours of Work:**

Full time 37.5hr per week minimum. Monday – Friday 7am to 3pm.

**Travel:**

While at work a company vehicle is available. Company truck for travel to and from home only when on-call.

**Security:**

Work will include access to both occupied and unoccupied apartments. Position requires references, a background check and must not be listed on the sex offender list.

**Other Duties:**

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 this job. Duties, responsibilities and activities may change at any time with or without notice.

**JOB QUALIFICATIONS:**

1. Must be able to pass a pre-placement physical.
2. Possess and maintain a valid Maine Driver's License, have reliable transportation and maintain proof of vehicle insurance.
3. Able to be available and report to work during non-business hours while on-call.
4. Minimum of 3 to 5 years of experience as a maintenance technician in the housing management field or in a related area.
5. Be accessible all hours and serve as the emergency contact during business and non-business hours while carrying the on-call phone/pager.
6. High School Diploma or equivalent.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance a reasonable accommodation to be determined by management on a case by case basis.

**REPORTS TO:**

Facilities Maintenance Director

**DIRECT REPORTS:**

None