



## MAINTENANCE TECHNICIAN - LEVEL 1

Westbrook Housing prides itself in the quality of its facilities and the first-level 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 our facilities in a safe and sanitary condition, and in good repair.

Assigned tasks include completion of all interior and exterior building custodial services at the frequencies established and described in the facilities maintenance plan. Additional tasks include conducting and documenting routine safety inspections, exterior grounds and landscaping work, interior/exterior painting, appliance installations, and other general maintenance tasks as directed. The individual filling this position is considered to be 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.

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

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

The position reports to the Facilities Maintenance Director through the Operations Coordinator who ensures the execution of the facilities maintenance plan.

### ESSENTIAL FUNCTIONS:

Responsible to/for:

1. General cleaning of all assigned interior and exterior areas.
  - Performs daily inspections and cleaning per the facilities maintenance plan.
  - Ensures the interior of buildings such as common rooms, corridors, stairwells, laundry rooms, utility rooms, public restrooms, etc. are clean and sanitary, free of debris and trash, organized and maintained to present a welcoming and professional image.
  - Ensures the building exteriors and grounds are maintained safe, free of debris and trash and slip and fall hazards.
  - Accurately document activities using the work order system.

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2. General maintenance and repairs in all common areas, apartments and building exterior.
  - Assist with minor plumbing and electrical repairs such as clearing clogs in toilets and sinks, repairing minor plumbing drain leaks, replacing light bulbs and batteries, installing/removing air conditioning units.
  - Assist with minor carpentry repairs including wall patching, interior/exterior painting, adjusting door hardware for proper operation and installation of toilet accessories.
  - Assist with apartment unit turn overs to make vacant units ready for occupancy by performing tasks such as cleaning, painting and minor repairs as directed.
  - Assist with maintaining landscaping including weeding, pruning, watering, raking and trimming.
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, documenting defects and taking corrective actions.
  - Ensure that building systems, i.e. HVAC, Alarms, Security, etc. are in working order by performing daily checks and inspections
4. Tasks related to snow removal at all properties
  - Includes shoveling, snow blowing, sanding and plowing as directed by supervisor.
  - Be available to work extended hours and shifts as needed for snow removal or other emergency operations.
5. Comply with all Westbrook Housing Safety policies
6. Respond to emergency/disaster situations without advanced notice.
7. Participate in On-Call rotation.
8. Other duties as may be assigned.

**COMPENTENCIES:**

1. Able to Work Independently
2. Attention to Detail
3. Time Management
4. Trustworthy & Ethical
5. Teamwork
6. Communication
7. Problem Solving Skills

**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 32 hour per week minimum. Monday – Thursday 7am to 3:30pm.

**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 preplacement 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.

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

I have read and understand this job description and have been given the opportunity to ask questions. I further understand that this job description is a guideline for expectations and I may be required to perform duties beyond the scope of this document in order to support the business needs.