



## **EMPLOYMENT OPPORTUNITY**

<b>Job Title:</b>	Lead Maintenance Technician
<b>Location Address:</b>	525 E. Harrison Drive Avondale, AZ. 85323
<b>Salary:</b>	Up to \$62,200.00 annually DOE
<b>Conditions of Employment:</b>	This is a full-time, non-exempt, and unclassified position
<b>Closing Date:</b>	<b>Open Until Filled</b>

The Housing Authority of Maricopa County (HAMC) is seeking highly motivated applicants for the position of Lead Maintenance Technician. Applicants should be committed to teamwork, have a shared commitment to quality of everyday work, and demonstrate the willingness to assume ownership in completion of tasks.

### ***Our Mission***

The mission of the Housing Authority of Maricopa County is to improve the quality of life of families and strengthen communities by developing and sustaining affordable housing programs; and to become a leading housing authority by exemplifying best practices, offering innovative affordable housing programs, and expanding accessibility throughout Maricopa County.

### ***Our Vision***

We dedicate ourselves to creating and sustaining an environment where every Maricopa County family has an opportunity to obtain safe, affordable housing, which provides an environment to raise a well-rounded, strong and healthy family.

### **Representative summary of important and essential job functions**

*This position is to be responsible for the indirect supervision and oversight of maintenance staff and operations within HAMC Public Housing Program under the direct supervision of the Housing Property Manager. Performs skilled and semi-skilled labor in the repair and maintenance of HAMC properties; maintenance tasks including cleaning, carpentry, plumbing, mechanical and basic non-licensed electrical work. This job may include the following job duties but is not an all-inclusive list of all job duties that may be required. Employees will be required to perform other related duties as assigned.*

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Assists the Housing Property Manager ("Property Manager") in the total maintenance operation and general upkeep of units as assigned, including scheduling contractors for work (electrician, plumber, etc.)
- Monitors contract jobs in progress at site.
- Supervises maintenance employees on a day-to-day basis, reporting and working in close relationship with the Property Manager.
- Responsible for assuring HAMC meets its unit turn-around and work order objectives as it relates to Public Housing Assessment System.
- Monitors work order progress and drives quality and timeliness of completion.
- Responsible for ordering and maintaining own and/or HAMC tools, supplies, equipment, including motor vehicle(s) assigned to the site.
- Performs and/or supervise the daily tasks necessary to maintain the curb appeal and physical integrity of the site.
- May inspect assigned work for completeness and capture completion comments from skilled maintenance technicians.
- Maintains general upkeep of work area including organization of supplies and cleanliness of maintenance shop.

- May conduct annual inventory of fixed asset is directed.
- Performs periodic quality monitoring of inventory levels at the site to ensure that levels maintained are reasonable, economical, and relate to the availability of material.
- Assist in the renovation of vacated units by preparation of surfaces, painting (either hand painting or spraying), cleaning, and repair of appliances.
- Assist in maintenance of grounds, which includes, sewer lines-location of man-holes and clean-out plugs, power sewer cleaning equipment, water lines-location of shut -offs, maintenance of sprinkler systems monthly, removal of excessive rubbish on the grounds and disposal of such at the appropriate dump site.
- Assists in maintenance of plumbing (for example, water faucets, toilets, hot water heaters, space heaters, etc.)
- Assists in replacement of minor essentials, such as receptacles, toggle switches, fuses and multi-breakers.
- Assists in various carpentry and masonry work (for example, replacing mop boards, shelves, repairing/replacing screen windows and doors, glazing, cutting and installing glass for window repair, etc.)
- Routinely checks A/C and make repairs if necessary. If unable to make repairs, notify Property Manager.
- Schedules service maintenance on HAMC vehicles bi-annually to include battery, tires, parts, and other repairs.
- Participates when necessary in an on-call rotational duty for evening/weekend emergency response.
- Assists in training of new maintenance employees.
- Coordinates and supervise all work performed by outside contractors.
- Requisitions materials and supplies and obtain emergency purchase orders where appropriate.
- Participates in employee evaluation of Program based craftsmen and participate in the development and implementation of training programs.
- Assists Property Managers in implementing Standard Operating Procedures and other maintenance protocols as required.
- Assists Property Managers in the implementation of neutral tasks for tradesmen, property care of grounds and common areas, ongoing implementation of preventive maintenance and other programmatic requirements.
- Assists Property Manager in problem solving complicated or emergency maintenance situations as they arise.
- Assists Modernization Manager in the coordination of site capital improvements as directed.
- Maintains absolute confidentiality of work-related issues, client records and HAMC information.
- Demonstrates courteous and cooperative behavior when interacting with clients, visitors and all HAMC staff.
- Performs any other related duties or special projects as assigned by the Property Manager.

***Required Knowledge and Skills:***

- Knowledge of HAMC policies and procedures.
- Knowledge of construction methods, codes, and plans
- Knowledge of various City Codes in Maricopa County, federal regulations and construction methods. Ability to read blueprints, shop drawings, sketches and specifications, interpret construction requirements and make appropriate inspections.
- Knowledge at a journeyman level of at least two specialties within the building crafts, including electrical, drywall, painting, plumbing and carpentry.
- Knowledge of practices, procedures and equipment used in capital improvements and construction.
- Knowledge of electrical, plumbing and HVAC standards and maintenance techniques.
- Knowledge of occupational hazards and safety precautions.
- Skill in working independently in the absence of supervision, delegating tasks and coordinating the work of others.
- Skill in interpreting budgets and skills to use spreadsheets to monitor project progress. Ability to apply mathematical concepts such as statistical data, fractions, percentages, ratios and proportions to practical situations.
- Skill in establishing and maintaining effective working relationships with co-workers, HUD, local, state and federal officials. Must be knowledgeable of OSHA and federal procurement policies and procedures.
- Skill in following and communicating proper safety standards.
- Skill in effectively communicating verbal and written instructions.

**Education, Experience, Certifications and Licenses:**

- Associates degree with major course work in Property or Facilities Management, and/or journeyman status in a relative skilled trade field and five (5) years' experience in property maintenance or construction project management. Experience or demonstrated knowledge in the issues and procedures of public housing, including local and federal regulations and reporting requirements, or any combination of education, training, and experience that provides the required knowledge and abilities.
- Must maintain a valid State of Arizona Driver's License and a good driving record; must have the ability to drive an automobile and be insured under the HAMC Auto Insurance carrier.
- Specific technical certifications in building trades skills may be required.

**The Housing Authority of Maricopa County participates in the Employment Eligibility Verification Program (E-Verify) and requires a background check for new employees.**

**Work Environment**

- **Environmental Factors:** Work is performed indoors in unsanitary conditions, and in outdoors environment with prolonged exposure to Arizona heat; the noise level in the work environment may be loud. Some tasks involve some physical effort, for example, some standing and walking, required to lift and carry up to 50 pounds, and perform heavy physical work, including climbing, bending, kneeling and lifting in performing maintenance, repair and rehabilitation work projects; or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment.
- **Equipment and Tools:** Standard equipment includes vehicles, special diagnostic equipment.

**Filing Process**

As part of the job application process your completed [online](#) application must be completed to be considered for the position at [www.maricopahousing.org](http://www.maricopahousing.org). If you need assistance completing your application, please contact Human Resources, [careers@maricopahousing.org](mailto:careers@maricopahousing.org).

**Equal Employment Opportunity**

It is the policy of the Housing Authority not to discriminate in employment or the provision of services. HAMC is an Equal Opportunity Employer. HAMC Human Resources provides reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Please contact the Human Resources at 602-744-4500 if you require assistance.