



Housing Authority of the City of Freeport

MAINTENANCE TECHNICIAN Job Description

Reports to: Director of Facilities and Maintenance
Wage Status: Non-exempt
Hourly Rate Range: \$17.00 - \$21.00, based upon experience
Eligibility for Overtime Compensation: Yes

Hours of Work: This is a full-time position, and hours of work and days are Monday through Friday, 7:30 a.m. to 4 p.m. Must have a flexible schedule that allows employee to serve on an on-call/after-hours rotating schedule on nights, weekends and holidays.

Date Job Description Created / Revised: February 6, 2025

SUMMARY

Under the direction of the Director of Facilities and Maintenance or designee, the maintenance technician performs a variety of general maintenance tasks on housing authority property. Responsibilities include performing or assisting with plumbing, electrical, HVAC, carpentry, roofing, inspections, maintenance and repair work. The Housing Authority consists of 196 Public Housing units.

ESSENTIAL FUNCTIONS OF THE POSITION

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General Maintenance and Mechanical

- Participate in assignments involving painting, masonry, plumbing, carpentry, electrical, and other craft skills in repairs to buildings, equipment, and grounds.
- Clean, service, and make repairs to a wide variety of heating, ventilating, air conditioning, and other mechanical equipment.

- Remove and replace partitions, install doors and locks, make repairs to all types of roofing, repair cabinets, floors, windows, footings, siding and other carpentry work.
- Clean, service, and make repairs to stoves, refrigerators, and other appliances.
- Fill out and/or complete work orders, reports, inspections, inventories, requisitions, and other written documents
- Measure, cut, thread, join and install supply, drain, and vent pipe.
- Repair floors and install tile.
- Make estimates of labor, time, costs and materials.
- Clean dwelling units, public areas, offices, facilities, and streets. Perform custodial work such as cleaning, washing floors, and trash removal.
- Seed, water mow, cultivate, clean and give general care to lawns and grounds. Shape and control trees and shrubs.
- Operate and repair hand and power tools and mechanical equipment. Service and do minor repairs to automotive equipment, gasoline engines, light tractors, stoves, heaters and refrigerators.
- Drive trucks, tractors, and other powered equipment.
- Unstop sewers and drains.
- Prepare for painting and paint exteriors and interiors using spray, roller, brushes, and other methods.
- Repair furniture, repair and install shades, repair and hang screens, install various hardware, appurtenances, and fixtures.
- Conduct daily activities in accordance with the policies and rules of the Authority, as well as Federal, State, and local agency laws, ordinances and regulations pertaining to housing authority activities.
- Issue equipment and supplies to tenants.
- 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 this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Environment

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment and job sites can be loud which may require ear protection including but not limited to ear plugs. The work environment may contain extreme heat or cold, electricity, lubricating fluids, cleaning solvents, batteries, cleaning fluids normally used in custodial duties, paints, solvents, bio-medical waste such as hypodermic needles, body fluids, cultures, specimens, etc. Additionally, the employee must:

- Interact with residents to provide and process information in response to inquiries, concerns and requests.
- Perform routine calculations and compile information as needed.
- Accountable for consistent adherence to strong Authority standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Authority materials, supplies, resources, and other assets.
- Maintain open communication with housing services and maintenance staff.
- Ensure compliance with all company, local, state and federal safety rules.
- Ensures that unsafe conditions are corrected in a timely manner.
- Enforce PHA policies and procedures.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day.
- The employee must frequently push a minimum of 100 pounds (such as power cleaning appliances) and the ability to lift a minimum of 75 pounds (such as trash and supplies).

- 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 have the ability to climb a ladder and a step ladder.
- The employee must be able to bend at the waist, sit, kneel, lay horizontally, climb, walk, etc., as the position may require.
- Good physical condition and strength with a willingness to work overtime.

Qualification and Knowledge

- High School Diploma or equivalent required and three years of experience in construction or maintenance work.
- Must possess strong attention to detail.
- Understands methods, materials, tools and practices used in the painting, plumbing, carpentry, electrical, and other building trades.
- Ability to operate of power equipment, and the maintenance of electrical motors.
- Use and care of standard tools and equipment, as well as the materials and practices of the trade area to which assigned.
- Understands occupational hazard and safety considerations and precautions of the building, electrical or mechanical trades.
- Understands practices, processes, and material involved in trades related to general building maintenance.
- Ability to work a flexible schedule, including evenings and weekends.
- Basic English proficiency and the ability to communicate effectively, both verbally and in writing.
- Ability to use basic office equipment such as telephone, fax, copier, E-mail, Windows, and other computer functions and software.
- Ability to establish and maintain effective working relationships and collaboration with peers, supervisors, residents, community agencies, and the public.
- Ability to manage multiple priorities and multiple demands to accomplish tasks.

- Skilled in situations in order to identify problems, offer possible solutions, and make decisions.
- Must be able to verify that physical condition of good health and the possession of physical strength and agility necessary to perform moderately heavy labor.
- Pass a pre-employment background check.
- Must have a valid driver's license, good driving record and is insurable and acceptable to the insurance company providing auto insurance to the Housing Authority.

Additional Requirements

Attendance is an **ESSENTIAL** job function.

Employees must fulfil the performance standards of this position and comply with policies, rules and procedures of the company, including those set out in the Employee Handbook or otherwise communicated (verbally or writing) to employees.

Employee Benefits

Health Insurance
Dental & Vision
Life Insurance
Paid Holidays
Sick Leave
Personal Leave
Floating Holiday
Retirement Pension (after 6 months of employment)
Annual (Vacation) Accrual

To Apply

Interested and qualified applicants should send their resume and completed application via U.S. mail or email to:

**Housing Authority of the City of Freeport
Attention: Stacy Kirchner
1052 W Galena Ave.
Freeport, IL 61032
skirchner@hacf.us**

Deadline to apply: February 21, 2025

The Housing Authority of the City of Freeport is an equal opportunity provider and employer.

Employee Acknowledgement

This job description is intended to describe the general nature and work responsibilities of the position. The duties of this position are subject to change, modification and addition as deemed necessary by the company. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments required by company officials. This job description does not constitute an employment contract between the company and any employee. The job responsibilities of this position may include cross-training in other functions to ensure satisfactory operation.

I have read the above job description, understand its contents and have had an opportunity to discuss with my supervisor or the hiring manager. By signing, I agree I understand what is expected of me and can comply with all requirements of this position of Maintenance Technician as set forth above.

By signing below, the employee acknowledges that he/she understands the requirements, essential functions and duties of the position of Maintenance Technician as set forth above.

Print Name

Signature

Date