

**HELENA HOUSING AUTHORITY**  
**Maintenance Technician I**  
UPDATED December 2021

**Classification:** NON-EXEMPT

**Grades:** 17

**REPORTS TO:** Facilities Manager

**The Helena Housing Authority would like to know whether you can perform the essential functions of the job (and the associated physical demands) with or without a reasonable accommodation. Please notify HHA immediately if you determine you are unable to perform the essential functions of the job (with or without a reasonable accommodation).**

**POSITION OVERVIEW:**

The Maintenance Technician functions as a member of the Helena Housing Authority (HHA) team that cleans, repairs, and maintains Housing Authority properties. Duties include a variety of related manual and skilled work repairing and maintaining buildings and grounds features, systems, and appliances; hazardous waste abatement of impacted residential units; integrated pest management; and performing inspections as needed. Overtime and On-Call responsibilities are expected. HHA expects each maintenance technician to understand all facets of maintenance and repair and to be cross-trained with coworkers to ensure a consistent skill level throughout the department.

**ESSENTIAL DUTIES AND FUNCTIONS:**

**A. Building repair, maintenance and upkeep**

Perform maintenance and repair on doors, windows, gates, walls, floors, roofs, and other building features using knowledge of carpentry, cabinetry, drywall, tiling, roofing, and skill in the use of a variety of hand and power tools.

1. Build and repair doors, furniture, cabinets, walls, shelves, and structural wooden items (such as partitions, studding, and cabinets) to maintain and update facility and living units for an appropriate environment. This includes making changes and recommendations for proposed installations and assisting others in remodeling and building maintenance projects ranging from floors to roofs.
2. Repair and maintain asphalt and built-up roof areas, roof flashings, valley tins, roof caps and jacks, roof drains, and other tin work, ensuring all roofs are waterproof and intact.
3. Perfa-tape sheetrock, patch plaster, and repair and replace concrete to maintain suitable interior and exterior structures. Replace tile and grout. Caulk around tub and sinks.

4. Repair and replace such items as window shades, curtain rods, cabinets, door and window hardware, and screens and broken glass in windows to maintain a safe and energy-efficient environment.
5. Clean floors, walls, windows, cabinets, appliances, and plumbing fixtures. Remove garbage from interior and exterior of facilities.
6. Monitor all grounds and buildings to determine maintenance needs and to develop plans for addressing issues. Identify and recommend maintenance needs and issues to the supervisor.
7. Performs painting using a variety of paints, stains, and varnishes. Performs pre-painting tasks to interior and exterior surfaces that include strip, sand, prime, fillers and to maintain, repair and upgrade the surface using appropriate chemicals. Clean and maintain brushes, sprayer and other tools and equipment.

**B. Electrical, mechanical and plumbing maintenance and repair.**

Perform repair and maintenance of building utilities, appliances, and mechanical systems that require knowledge of plumbing, electrical, heating/ventilation/air conditioning, and welding.

1. Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatuses, and fixtures using hand tools and power tools. Wire and install new equipment, such as switches, outlets, fixtures, bulbs, relays, coils, elements, thermostats, and timers in maintaining electrical components.
2. Monitor and adjust furnaces and boilers to maintain proper operating temperatures. Troubleshoot and diagnose furnace malfunctions. Complete repairs or seek assistance when necessary.
3. Repair and fabricate metal items and components by using arc welding, acetylene welding and cutting, and soldering.
4. Install, repair, and replace pipes, toilets, sinks, tubs and faucets to maintain functioning facility. Unplug drains and sewer lines.
5. Troubleshoot and fix broken infrastructure, leaks, meters, water heaters, etc. using various hand and power tools and by reading blueprints to find valves, piping, etc.
6. Inspect systems, equipment, or components to identify hazards, defects, or the need for adjustment or repair, and to ensure compliance with codes.
7. Keep hand and power tools and vehicles in working order by sharpening, lubricating, or replacing worn parts, monitoring use, and arranging for service.
8. Learn building layouts and locations of shutoffs, entrances, alarms, etc. and apply emergency protocol and isolation procedures (e.g. water, gas, and electrical shutoffs, elevators, etc.).

9. Maintain and repair locks by recoding, changing pins, cutting keys, cleaning, lubricating, and replacing defective parts

### **C. GROUNDSKEEPING**

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Perform a variety of manual and semi-skilled tasks in maintaining the landscape using knowledge of lawns, trees, shrubs, and other plants and a variety of hand and power equipment.

1. Plant, trim, mow, water, and prune grass, trees, shrubs, and flowers using chain saws, pruning saws, mowers, tractors, and weed trimmers. Apply fertilizer, herbicides, and pesticides.
2. Care for established lawns by mulching, aerating, weeding, grubbing, removing thatch, or trimming or edging around flower beds, walks, or walls.
3. Perform litter removal and rake leaves from grounds.
4. Remove snow from walks and parking lots using shovels, snow blowers, and snow plows. Spread salt in walks and parking lots.
5. Operate and maintain sprinkler systems by setting timers, monitoring functions, replacing damaged parts, and emptying systems prior to cold weather.

### **D. HOUSING QUALITY STANDARDS (HQS) & UNIFORM PHYSICAL CONDITION STANDARDS (UPCS) INSPECTIONS**

On an individual basis, at the discretion of the Facilities Manager and the Executive Director, and when the needs of HHA dictate, perform, or oversee, HQS Inspections, HQS Quality Assurance (QA) Oversight, and/or UPCS Inspections for units under the Section 8 Housing Choice Voucher (HCV) Program and/or Low-Income Housing Tax Credit (LIHTC) properties. Employee will receive necessary training prior to any inspections.

1. Attend and successfully complete Housing Quality Standards (HQS) Certification and/or Uniform Physical Condition Standards (UPCS) Certification prior to conducting relative inspections
2. Inspect properties, including grounds, structures, building systems and equipment, for compliance with Housing and Urban Development (HUD) Housing Quality Standards (HQS) and/or Uniform Physical Condition Standards (UPCS). Inspect properties for compliance with applicable HHA standards, local building codes, and zoning ordinances that have been added to the HQS/UPCS requirements.
3. Complete inspections and reports as determined by Management, including quality control, initial, annual re-inspections, special inspections, and other inspections as assigned.

- Make independent judgments in the field in accordance with departmental policy and effectively communicate these decisions and findings to others to obtain compliance.
  - Generate documentation, complete necessary forms, prepare deficiency lists, memos, and reports - including data entry into participant software program or other software programs used for inspections.
  - Otherwise maintain files that involve the identification and citation of deficiencies and recommend specific preventative and corrective actions to HHA employees who can then discuss these items with owners, tenants, and customers so units are in compliance with the appropriate standards (HQS/UPCS).
  - Provide technical assistance. This includes providing information and definitions of terms sufficient in detail to allow HHA staff and landlords to understand and make determinations regarding the problems or hazards observed in each inspected dwelling unit so that meetings can be scheduled to identify necessary corrective or administrative action.
4. Proactively communicate with Management and other essential HHA employees regarding HQS/UPCS inspections. Work with HHA staff to plan, organize, conduct, manage and schedule, and report on HQS inspections to ensure that properties meet federal and local housing quality standards under HHA's and HUD regulations for HQS/UPCS compliance. Establish deadlines for the completion of work. Document efforts to bring properties into compliance.
- While the primary duty of the HQS/UPCS Inspector is to observe and report to HHA staff, at the request of HHA Management, the HQS/UPCS Inspector may be asked to communicate inspection findings directly (via telephone or in person) to the landlord(s) of the dwelling unit(s) to ensure compliance.
5. Participate in, facilitate, and support staff in the development and implementation of goals, work plans, performance measures, and continuous improvement of service delivery, working cooperatively and interdependently with others and all departments. As part of a team, develop communication plans and establish tracking processes to ensure completion of initiatives and work plans. Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide seamless customer service.
6. Provide back up to other HQS/UPCS Inspectors on leave or vacant positions as assigned.
7. Identify potential instances of fraud. Occasionally, present evidence at informal hearing relative to HUD HQS/UPCS and Section 8 Criteria Standards; appear as a witness in court representing HHA, present appropriate evidence to support the case with HHA legal counsel.

### **E. Other duties as assigned**

Perform other related duties as assigned including recordkeeping and reporting, attending trainings and meetings, and providing orientation and training to new employees.

## **JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

### **Demonstrated Knowledge of:**

- Materials, methods, and equipment used in building and grounds maintenance, including knowledge of chemicals and cleaning products, care of lawns trees, shrubs, plants, and pruning. Use and care of maintenance and building tools and light motorized equipment.
- Basic principles and practices of plumbing, carpentry, heating and electrical repairs that include, but are not limited to: the principles, methods, processes, tools and equipment of the plumbing trade; state and national plumbing codes and building codes; carpentry methods, processes, practices, and tools; building codes; installation; and mechanical HVAC systems, including pneumatic and digital control systems and operations.
- Housing Quality Standards (HQS) and Uniform Physical Condition Standards (UPCS) (training provided upon hire)
- Landscaping, irrigation, and herbicide and pesticide use and application.
- Computers and desktop software; reading and interpreting blue prints, plans, and sketches; interpreting manufacturers' instructions and schematics; and the ability to look up items from a code book, technical instructions, or manufacturer data and interpret them.

### **Demonstrated Skills and Abilities:**

- Skill in the use of a variety of hand and power tools and equipment common to the building trades.
- Ability to establish and maintain effective working relationships with others, which includes, but is not limited to, fellow department team members, residents, and management to communicate effectively both verbally and in writing; to plan, organize, and complete work assignments in a timely manner with minimal supervision; to perform basic arithmetic calculations using whole numbers, fractions, and decimals.
- Commitment to self-development: Maintenance technicians will be expected to fully apply themselves towards ongoing training to build proficiencies in all areas of maintenance and repair.

**Qualifications:**

- A combination of education and experience equivalent to high school graduation with vocational coursework and three (3) years of experience in building construction and/or maintenance and grounds keeping.
- Possession of or the ability to obtain a valid Montana driver's license.
- Must pass an extensive background check, including having an acceptable criminal background check.

**Work Environment and Physical Demands**

Work is performed indoors and outdoors in all types of weather. Work requires the ability to perform manual labor requiring the range of full body movement. Maintenance technician must be able to work from a ladder or from heights, to follow oral and written instructions, lift 100 pounds, stand, walk, sit, bend, twist, kneel, crawl, push, pull, grasp, and ride. Hand-eye coordination is a must, as is the ability to talk and hear in person, by telephone, or two-way radio. Must be able to see and read instructions and safety information and to distinguish colors.

Driving a vehicle to conduct work

Periodic unsanitary conditions and stressful situations in occupied and unoccupied apartments and houses.

Potential exposure to chemicals, construction hazards and asbestos.

Must be able to work overtime and perform on-call work.

**SPECIAL NOTATION**

See separate documents regarding differences between Maintenance Technicians I, II, and III.

**COMMITMENT TO SERVICE**

Employees of the Helena Housing Authority are expected to achieve the highest standards of personal and professional work performance in commitment to serving HHA's constituents and the Helena community in general. The ability to work as part of a team, be transparent in written and verbal communication, and show respect and care for people from a wide variety of backgrounds is required on a daily basis.

**EMPLOYEE SIGNATURE**

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**DATE**