



CITY OF SUNLAND PARK, NEW MEXICO
POSITION DESCRIPTION

POSITION TITLE: SKILLED MAINTENANCE WORKER		GRADE: 3
DEPARTMENT: PUBLIC HOUSING	FLSA STATUS: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
APPROVED BY: _____		
City Manager	_____	Date

Human Resources	_____	Date

The following statements are intended to describe the general nature and level of work performed by this position. It is not intended to be construed as an all-inclusive list of responsibilities, duties and skills required of personnel so classified.

PRIMARY PURPOSE:

Primary responsibility is to perform complex tasks, repairs, and maintenance the structures and equipment for the Public Housing Authority Department. Keep housing units in a safe and sanitary condition.

SUPERVISION RECEIVED:

Under the general supervision of the Housing Director of the Public Housing Authority.

SUPERVISION EXERCISED:

None

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

Perform complex tasks, repairs, and maintenance of equipment and structures. Maintain a system of inventory control. Assure all capital equipment and furnishings assigned inventory number are maintained. Schedule as needed any cleaning, trash removal, yard work, painting, and repairs. Performs work orders in a timely manner. Completes information required on computer generated or manual work order. Assess status of mechanical equipment to determine repair requirements. Assist Housing Director in setting goals and objectives for maintenance department. Assure that safety procedures and precautions are followed and oversee the preparation and use of volatile mixtures. Makes repairs to equipment and structures that requires the skills, training and experience of a general contractor, including such tasks as painting, making repairs of structures and

equipment, and assists a skilled mechanic or painter in the performance of task in this or other work necessary to the maintenance of project and equipment. Supervises contractors to make sure work is done in a workmanlike manner. Maintain housing units in top form in accordance to HUD regulations. Performs additional duties and responsibilities as necessary or assigned commensurate to assigned position. Out of town travel may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge in area of construction to be able to make repairs to housing units.
2. Skilled in use of various equipment including and to limited to truck, lawn mowers, weed eaters, compressors, etc.
3. Ability in cleaning chemicals, flammable materials paint and other hazards common the worksite.
4. Ability to follow and comply with HUD regulations.

MINIMUM QUALIFICATIONS:

EDUCATION AND TRAINING

High school diploma or GED.

Minimum five years' experience in all area of property maintenance

Minimum five years supervisory experience

LICENSE AND CERTIFICATES

Current valid New Mexico Driver's License

ENVIRONMENT AND PHYSICAL FACTORS:

1. Work is performed both indoors and outdoors.
2. Work is normally performed in weekdays but may require performing emergency repair after hours.
3. Subject to moderate noise levels from machinery.
4. Caution is required due to exposure to hazardous materials.
5. Duties are normally performed on both even and uneven non-carpeted surfaces.
6. Duties required normal dexterity while walking, standing, climbing, crouching, and sitting.
7. Specific required movements include the following: (100 max)
Trunk: carry, bend, twist, rotate, push, and pull
Arms: carry, lift, twist, rotate, push, and pull
Legs: twist, rotate, lift, and balance.
Hands: overall dexterity, finger dexterity, grasp, manipulate, eye/hand coordination

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I have read and understand the position description and confirm that I am able to perform the essential functions, duties and responsibilities as described above. I understand that this is not an employment contract and this document is subject to revision as needed.

Employee's Signature Date

Print Name

Supervisor's Signature Date

Revised: 10/1/2018