



Housing Authority
of the
County of Tulare

CLASSIFICATION: MAINTENANCE PERSON III

RESPONSIBLE TO: AREA MANAGER/MAINTENANCE PROGRAM DIRECTOR

DEFINITION: Under direction, to complete work tasks at a skilled level in the maintenance of grounds, buildings, equipment and appurtenances on Housing Authority property; and perform related duties as required.

EXAMPLES OF DUTES: Assures completion of daily work orders, as assigned by supervisor, and inspects completed assignments. Maintains and repairs Housing Authority buildings, such as electrical systems, broken windows and screens, plumbing systems, heating and air-conditioning systems, water heaters, gas ranges, garbage disposals and appliances; repairs and changes door locks, making keys with a key machine, as necessary. Patches, paints and resurfaces interior and exterior walls and ceilings; patches and paints trim and doors. Operates and maintains saws, sanders and a variety of other hand tools safely and skillfully; maintains proper care of all assigned automotive and power-driven equipment. Makes recommendations to supervisor for improvements in maintenance standards. Programs regular inspections of buildings and grounds on all projects.

EDUCATION/EXPERIENCE: Graduation from high school. Five years of experience in maintenance, repair or construction work. One year's supervisory experience. Special training may provide an equivalency.

PHYSICAL CHARACTERISTICS: Manual dexterity of hands and wrists to use tools, operate power equipment, fill out reports, work orders, etc. Mobility to move around construction sites, area projects and housing units. Agility to climb up and down ladders, work on rooftops, use ladder truck for tree pruning, move appliances, etc. Flexibility and strength to bend, reach, stoop and lift up to 100 pounds on a continuing basis; good verbal and hearing skills to be able to understand and give instructions and communicate with other employees and the public; good eyesight to be able to perform all the above and other duties in a safe manner; ability to operate a motor vehicle. Must have ability to cope with stressful circumstances and to cordially interact with coworkers to accomplish common tasks. Must be able to tolerate working in heat and cold-weather conditions. Regular attendance required.

LICENSES/CERTIFICATES: A valid California driver's license.