

MAINTENANCE

The Maintenance position maintains and repairs physical structures of buildings and maintains grounds.

Wage scale: First 30 calendar days of work - \$18.94 per hour with a probationary period wage increase every 30 calendar days of employment until the employee has reached the 91st calendar day, at which point the rate of pay is \$25.25 per hour; excellent benefits including medical, dental, vision and life insurance; Retirement and 457 compensation plan through OPERS ; 10 vacation days after 1 year; 15 sick days, 15 paid holidays, 2 personal days and a self-care day.

Minimum requirements: high school diploma or GED. One (1) year maintenance, construction, or building trades certificate from college or technical school is desirable. At least six (6) months of building maintenance experience or related experience or equivalent combination of education and experience. Must possess and maintain a valid Ohio driver's license and be/remain insurable by LMHA's vehicle insurance carrier. Must be able to lift and/or move fifty pounds. Position works 40 hours per week and must be available to work on a rotating on-call basis for second and third shifts and weekends.

Please download the application packet from the website. Completed packets can be emailed to jobs@lmha.org, faxed to 440.288.7361 or mailed to: LMHA, Human Resources Department, 1600 Kansas Avenue, Lorain, OH 44052. Applications accepted until position is filled.

EQUAL EMPLOYMENT OPPORTUNITY AUTHORITY



LORAIN METROPOLITAN HOUSING AUTHORITY

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Reports to: Maintenance Manager
Department: Public Housing/Maintenance
Location: Development AMP
Status: Non - Exempt
Salary Range: \$25.25 per hour
Revision: January 2019

General Statement

Summary: Maintains and repairs physical structures of buildings and maintains grounds

Duties and Responsibilities

Primary Duties:

Completes written Work Orders or verbal instructions from Supervisor (Maintenance Manager), Team Leader, Property Manager, or other appropriate member of management.

Cuts grass and trims weeds on LMHA's property.

Digs flower beds and plants flowers and constructs decorative flower garden borders from wood.

Cleans internal areas of buildings including buffing, dusting, sweeping, and mopping and washes windows.

Empties trash cans and consolidates trash for weekly pickup. Transports trash and household materials and furniture to off-site dumpsters as required.

Paints interior and exterior walls and trim.

Repairs parking lot and sidewalks with asphalt, cold patching materials and concrete.

Operates snow removal equipment to maintain parking lots and sidewalks.

Maintains and repairs buildings' HVAC, plumbing and electrical systems, including replacing worn or defective parts such as switches and fuses.

Repairs or replaces building brick, stone and concrete and maintains and repairs wooden parts of

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buildings.

Maintains and repairs wooden parts of buildings.

Drives LMHA vehicles including but not limited to truck, automobile, van, riding mower, street sweeper, etc.

Replaces work or damaged parts such as hoses, wiring and belts, in machines and equipment such as a truck, street sweeper and riding mower.

Assists with moving furniture and unloading and storing supplies.

Takes photographs of deficiencies and reports those to supervision.

Answers calls and performance maintenance work after regular working hours and on nights, mornings, and weekend hours on the on-call rotation.

Completes work orders and documents materials used, work completed, time spent in writing and/or via technology (e.g., written forms, computer, hand-held phone and/or tablet, etc.)

Utilizes a computer for documenting time worked, requesting leave time and to document other essential functions of the job. Utilizes a telephone, radio, computer, and other technology to perform essential duties of the job.

Performs other duties as assigned.

Qualifications

Education/Experience: High school diploma or GED. Possession of a one (1) year maintenance, construction or building trades certificate from college or technical school is desirable. At least six months of building maintenance experience or related experience or equivalent combination of education and experience.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to the tenants of LMHA and the public.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percentage. Able to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: Ability to learn computer programs needed for the position.

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Certificates, Licenses, Registrations: Must possess and maintain valid Ohio driver's license and be insurable by LMHA's vehicle insurance carrier; if current driver's license is not from Ohio, must obtain Ohio's driver's license within 14 days of employment.

Knowledge, Skills, and Abilities

Must pass physical, drug/alcohol screen, employment reference and criminal history background check

Proficient in Microsoft Word and Outlook email software; working knowledge of Excel helpful

Ability to become proficient in relevant modules of LMHA's computer software and handheld device for work orders, when available

Excellent interpersonal and communication skills to facilitate the interaction with the public, residents, and all levels of LMHA staff

Ability to build and maintain rapport with service providers, government agencies and tenant organizations

Excellent writing and grammatical skills; ability to work independently within guidelines; and must be able to work flexible hours as needed and directed

Ability to work with and serve a diverse cultural, ethnic, disabled population and relate to individuals at all socio-economic levels

Ability to work in a fast-paced environment and prioritize multiple tasks with frequent interruptions

Exceptional internal and external customer service skills and strong administrative skills

Requires excellent organizational skills, ability to plan work activities and use time efficiently to meet recurring deadlines

Ability to pay attention to detail and work accurately on a consistent basis

Possess mental acuity to make rational decisions through sound logic and deductive processes

Requires a high degree of motivation and self-direction

Ability to maintain confidentiality

Requires the ability to use office equipment such as a computer, fax, calculator, copy machine, multi-line telephone systems

Ability to speak, read, and/or write Spanish a plus, but not required

Physical Demands/Work Environment

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

While performing the duties of this job, the employee is frequently required to stand, walk, sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl and see, talk, or hear. The employee must frequently lift and/or move up to fifty (50) pounds

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and occasionally lift and/or move up to twenty-five (25) pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the Maintenance job, the employee is frequently exposed to wet and/or humid, hot, warm and cold conditions; moving mechanical parts; high precarious places; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

ADA/EEO Compliance

The Lorain Metropolitan Housing Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Housing Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.