

## **MAINTENANCE TEAM LEAD**

The Maintenance Team Lead position performs work that includes managing inventory and performing maintenance work orders. Coordinates activities of workers engaged in maintaining and repairing physical structures of buildings and maintains grounds.

Effective July 1, 2021, wage scale for a probationary employee hired into the job is: First 30 calendar days of work - \$19.95 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 \$26.60 per hour; excellent benefits including medical, dental, vision and life insurance; Retirement and 457 deferred compensation plan through OPERS; 10 vacation days after 1 year of employment, 15 sick days, 15 paid holidays, 2 personal days and a self-care day.

Minimum requirements: 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. Minimum requirements high school diploma or GED. Two years of relevant maintenance experience. Previous experience in a skilled trade is desirable. 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 (50) pounds. See attached job description for additional job requirements.

Please download the application packet from the website. Completed packets can be emailed to [jobs@lmha.org](mailto: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

### TEAM LEADER

Reports to: Maintenance Manager  
Department: Public Housing AMP  
Location: Development AMP  
Status: Non - Exempt  
Salary Range: \$26.60 per hour  
Revision: April 2022

#### **General Statement**

Summary: Performs work that may include managing inventory and performing work orders. Supervises and coordinates activities of workers engaged in maintaining and repairing physical structures of buildings and grounds by performing the following duties.

#### **Duties and Responsibilities**

##### **Primary Duties:**

Completes written Work Orders or verbal or written instructions from Maintenance Manager, Property Manager, or other appropriate member of management.

Cuts grass and trims weeds on LMHA property.

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

Cleans internal areas of buildings including buffing, dusting, sweeping, 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.

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

Requisition of tools, equipment, and supplies.

Studies production schedules and estimates worker hour requirements for completion of job assignment.

Interprets company policies to workers and enforces safety regulations.

Establishes or adjusts work procedures to meet production schedules.

Suggests changes in working conditions and use of equipment to increase efficiency of work crew.

Analyzes and resolves work problems or assists workers in solving work problems.

Initiates or suggests plans to motivate workers to achieve work goals.

Maintains time and production records.

Confers with other supervisors to coordinate activities of individual departments.

Responds to emergency calls and maintains inventory.

Performs duties of other staff in their absence, as needed. Attends meetings with staff, coworkers,

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contractors, consultants, service providers, collaborative partners, HUD personnel and the public, as needed.

Participates in ongoing training, as required. Performs other duties as assigned.

### Supervisory Responsibilities:

Performs those duties delegated.

Reports violations of policies and procedures.

Trains and assists co-workers, when needed.

Ability to assist the Maintenance Manager.

### Qualifications

Education/Experience: High school diploma or GED. At least (2) two years of relevant maintenance experience. Previous experience in a skilled trade is desirable.

Language Skills: Ability to communicate effectively with staff, residents and the public.

Mathematical Skills: Basic math skills.

Reasoning Ability: Problem solving

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

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

Ability to pass job-related LMHA tests, if applicable.

Must pass drug screen, employment reference, and criminal history background check.

Ability to become proficient in LMHA computer software.

Ability to read, interpret and implement HUD regulations and guidance related to the job.

Ability to interpret and explain policies and/or procedures to help others understand and implement.

Ability to solve problems daily.

Ability to work with and serve a diverse population and relate to individuals at all socio-economic levels.

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.

Ability to communicate effectively with the public, vendors and coworkers.

Ability to meet/exceed the expectations and requirements of internal/external customers.

Requires a high degree of motivation, self-direction, and the ability to operate independently with

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little supervision.

Ability to maintain confidentiality.

Exhibits a comfort level of working in a fast-paced environment and able to prioritize multiple tasks with frequent interruptions.

Requires excellent organizational skills.

Requires the ability to use maintenance and power tools.

Requires the ability to use of cellphone and office equipment such as a computer, fax, calculator, copy machine, and telephone systems.

### **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; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl, see within the normal visual range and talk to hear. The employee must regularly lift and/or move up to fifty (50) pounds or more, frequently lift and/or move up to twenty-five (25) pounds and occasionally lift and/or move up to ten (10) pounds. The employee must be able to walk the grounds and drive a vehicle in all kinds of weather.

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 essential functions of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high precarious places; fumes or airborne particles; extreme cold and heat. The noise level in the work environment is usually moderate to occasionally loud.

In some environments, sounds of machinery and equipment may be heard and smelled. Work is performed in a typical maintenance work environment with frequent exposure to dirt, dust and outdoor temperatures.

### **ADA/EEO Compliance**

The Lorain Metropolitan Housing Authority is an Equal Opportunity Employer. In compliance with the American's 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.