

## HOUSING MAINTENANCE SERIES

<b>Code No.</b>	<b>Class Title</b>	<b>Occ. Area</b>	<b>Work Area</b>	<b>Prob. Period</b>	<b>Effective Date</b>	<b>Last Action</b>
2173	Housing Maintenance Inspector	08	047	6 mo.	00/00/00	Rev.
3514	Housing Maintenance Supervisor	08	047	6 mo.	00/00/00	Rev.

### *Promotional Line: 118*

#### Series Narrative

Employees in this series maintain and/or supervise the maintenance of buildings and equipment located in them.

#### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Housing Maintenance Inspector** **2173**

Employees at this level assist in properly maintaining buildings and equipment located in them. They work under general supervision from a designated supervisor.

A Housing Maintenance Inspector typically –

1. maintains electrical and mechanical building equipment (includes scheduling, coordinating maintenance of building heating, ventilating, air conditioning, electrical, refrigeration, temperature control, and/or plumbing equipment, life safety (smoke detectors, fire extinguishers), fire alarm and sprinkler systems, security cameras and electronic access systems, environmental equipment monitoring systems).
2. operates electrical and mechanical equipment, manually, electronically or via computer based control, to maintain proper space temperatures, lighting and humidity.
3. reads and checks gauges, meters, and thermometers; maintains electronic and paper logs.
4. inspects, troubleshoots, adjusts, and makes minor repairs to kitchen equipment and food service equipment (i.e. freezers, dish machines, grills, ovens, etc.) as appropriately necessary.
5. inspects buildings, equipment, and grounds (exterior lighting systems, on-site utilities, drains, gutters, masonry, siding, windows, doors, etc.) for compliance with codes and safety regulations and reports any maintenance issues and/or necessary repairs.
6. prepares, issues, and monitors work orders for building maintenance and repair.
7. orders, maintains, and distributes stock of repair parts; participates in making necessary purchases as required; inspects materials/parts for quality and adherence to specifications/plans.
8. maintains records; prepares reports, analyzes and writes informal estimates on maintenance work.

9. conducts research and/or compiles preliminary information to estimate anticipated costs for required maintenance work.
10. assists in reviewing for accuracy charges related to maintenance work for assigned areas.
11. inspects, adjusts, and builds locks; cuts and maintains building keys and access/security codes.
12. assists with the planning of building/equipment maintenance and scheduled painting programs.
13. may assist in the training of staff and/or student employees.
14. handles emergency calls; performs emergency diagnostic procedures; coordinates matters involving emergency calls, outside contractors for major projects, or equipment repairs.
15. assists in the enforcement of regulations i.e. OSHA, building codes/regulations, etc.
16. performs other related duties as assigned.

**Level II: Housing Maintenance Supervisor****3514**

Employees at this level ensure that buildings are properly maintained and that equipment located in them is kept in satisfactory operating condition. They also assist in the planning of new construction, renewals and replacements, remodeling, and maintenance programs. They work under general supervision from a designated supervisor.

A Housing Maintenance Supervisor typically –

1. directs, supervises, evaluates, disciplines, and assists in hiring Housing Maintenance staff.
2. is responsible for daily work assignments and assists in determining the adequacy of the workforce; plans, schedules and establishes work priorities for other skilled trades and may approve overtime as necessary.
3. assists in the determination of overall methods, processes or means by which building operations and maintenance are to be conducted.
4. conducts building inspections on a regular basis with staff members to gauge progress.
5. assists in the managing and monitoring of the electronic work order system; reviews and approves work orders, requisitions, and/or purchases or place orders for assigned employees and other skilled trades; responsible for completing and maintaining records on purchases, deliveries, maintenance, and expenditures.
6. develops, schedules, supervises, and monitors building maintenance, preventative maintenance, and/or repair and renovation projects providing direct leadership, project supervision and coordination for maintenance projects and follow-up.

7. requests and secures bids, prepares estimates on materials, labor and/or contractors; requisitions materials and supplies; assists in the preparation of maintenance budgets and monitoring of expenditures.
8. develops and maintains liaisons with crafts and trades personnel, contractors, etc.
9. assists in planning the construction of new buildings and equipment; plans programs for painting, repairing, and remodeling of existing buildings and equipment.
10. approves the issuance of keys and card access to buildings and facilities; performs appropriate record-keeping functions including updating electronic record systems.
11. assists in the development, implementation, and evaluation of policies and procedures related to maintenance and safety; enforces regulations i.e. OSHA, building codes/regulations; etc.
12. arranges for or provides training for staff in safety, repair, or maintenance techniques, operational procedures, or equipment use; provides employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules.
13. coordinates responses or manages activities during an emergency call; performs emergency diagnostic procedures, coordinates matters involving emergency calls, outside contractors for major projects, or equipment repairs.
14. investigates accidents or injuries and prepares reports of findings.
15. performs duties required at the lower level of the series.
16. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**Level I: Housing Maintenance Inspector**

**2173**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent.
2. One (1) year (12 months) of experience in construction work or in the operation of electrical and mechanical building equipment.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge and ability to perform manual labor and electrical/mechanical operations.
2. Mathematics – Knowledge of basic arithmetic and its applications.
3. Equipment Maintenance – Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

4. Monitoring- Watching gauges, dials, or other indicators to make sure systems and equipment are working properly.
5. Scheduling, Coordinating the Work and Activities of Others — Scheduling work of others; getting members of a group to work together to accomplish tasks.
6. Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of buildings or other structures.
7. Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.
8. Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
9. Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.
10. Obtaining Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
11. Interacting with Computers — Using computers and computer systems (including hardware and software) to set up functions, enter data, or process information.
12. Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic form.
13. Resolving Conflicts and Negotiating with Others — Handling complaints, settling disputes, and participating in grievance resolutions and conflicts, or otherwise negotiating with others.
14. Ability to take initiative and work both independently with minimal direct supervision and as a team member within a group dynamic.
15. Ability to effectively communicate information, ideas, and instructions verbally and in writing.
16. Ability to comprehend information, ideas, and instructions presented verbally and in writing.
17. Ability to independently interact with clients and the public in a friendly, positive manner to achieve customer satisfaction including effectively resolving customer concerns.
18. Ability to use basic computer applications and learn appropriate or specialized software programs as related to position.

**Level II: Housing Maintenance Supervisor****3514**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent.
2. Three (3) years (36 months) of experience in construction work or in the operation of electrical and mechanical building equipment, one (1) year (12 months) in a supervisory capacity.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge and ability to perform manual labor and electrical/mechanical operations
2. Knowledge of human resource and supervisory activities, including the coordination and management of people and resources.
3. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
4. Mathematics – Knowledge of basic arithmetic and its applications.
5. Equipment Maintenance – Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
6. Monitoring- Watching gauges, dials, or other indicators to make sure systems and equipment are working properly.
7. Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
8. Scheduling, Coordinating the Work and Activities of Others — Scheduling work of others; getting members of a group to work together to accomplish tasks.
9. Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of buildings or other structures.
10. Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.
11. Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
12. Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.
13. Obtaining Information — Observing, receiving, and otherwise obtaining information from all relevant sources.

14. Interacting with Computers — Using computers and computer systems (including hardware and software) to set up functions, enter data, or process information.
15. Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic form.
16. Resolving Conflicts and Negotiating with Others — Handling complaints, settling disputes, and participating in grievance resolutions and conflicts, or otherwise negotiating with others.
17. Ability to effectively communicate information, ideas, and instructions verbally and in writing.
18. Ability to take initiative and work both independently with minimal direct supervision and as a team member within a group dynamic.
19. Ability to comprehend information, ideas, and instructions presented verbally and in writing.
20. Ability to independently interact with clients and the public in a friendly, positive manner to achieve customer satisfaction including effectively resolving customer concerns.
21. Ability to use basic computer applications and learn appropriate or specialized software programs as related to position.