

# Round Rock Housing Authority

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**Title:** Maintenance

**Supervisor:** Executive Director

## **Duties and Responsibilities**

Maintenance is expected to perform a variety of tasks at assigned housing developments with minimal supervision. You may be expected to work independently or with other workers. Maintenance workers should be expected to give assistance or to be assigned to specific functions and duties that requiring power tools and or hand tools to perform their duties in general maintenance, repair, and construction.

### **Specific duties include the following:**

1. Making minor repairs or replacing plumbing fixtures and fittings such as leaky faucets, damaged toilets, sinks, water cutoffs as well patch/repair tile floors. You will also be expected to unclog drains and sewer lines.
2. Repair and build cabinets, countertops and doorframes also shelving for housing units,
3. Performs ground care such as trimming trees, mowing lawns and picking up trash.
4. Assisting in making carpentry repair/replacements to damaged walls, roofs, woodwork floors, gutters, and downspouts. Maintenance will also be expected to work on door and doorknobs as well as fences, gates, windows, peepholes, clotheslines and door and window screens.
5. Assist in other duties in concerning with the performing maintenance of the dwelling facilities, ground, and equipment.
6. Being able to make minor repairs to hot water heaters and replaces non-functional hot water heaters. Repair air conditioners as part of a team.
7. Work emergency and after-hours calls.
8. Works on major sewer damage or water leak repairs as part of a team.
9. Maintenance is also expected to perform other related duties as assigned.
10. Work on lawn maintenance

### **Qualification and knowledge:**

1. Must have a high school diploma or GED.
2. Two years of experience in building maintenance or vocational training which involved training and/or experience in areas of carpentry, plumbing, and electrical repairs and in the repair of household appliances and heating systems.
3. Skills in the use of computer and office equipment (i.e., Word, Excel).
4. Skills in the use of various hand and power tools.
5. Ability to Read and understand moderately complex repair manuals and instructions/warning on cleaning agents; write service requests, maintenance reports.
6. Ability to establish and maintain effective working relationship with other RRHA employees and residents.

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7. Good knowledge of Housing Authority Accident Prevention Program.
8. Valid driver's license.
9. Eligibility for Coverage under RRHA fleet auto insurance.

## **Benefits**

Include insurance, vacation, paid holidays, and retirement

## **Salary**

\$19- \$20 per hours based on skill.

Email resume to Ebby Green at [ebby@roundrockha.org](mailto:ebby@roundrockha.org)