



# EDINBURG HOUSING AUTHORITY

*Serving Families Since 1949*



## Position Description:

**Title:** Maintenance I  
**Supervisor:** Maintenance Director  
**FLSA Status:** Non-Exempt  
**Department:** Maintenance

### Position Summary

Under the supervisor of Maintenance Director. Responsible for maintenance of buildings, facilities, grounds and dwelling units. Performs carpentry, electrical, plumbing and general repairs on buildings, fixtures, mechanical/HVAC equipment or machinery. This position requires to be "On-Call" for emergencies as listed on the rotating schedule after hours, on weekend, and holidays. Duties include the following:

### Essential Duties and Responsibilities

*The below statement is intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

1. Operates as maintenance "On-Call" on a rotating basis as assigned to cover emergency situations after hours, on weekends, and holidays.
2. Makes general repairs to the interior and exterior of buildings and facilities and maintains furniture and equipment employing a high degree of skill in the plumbing, carpentry, electrical, mechanical/HVAC and related trade fields.
3. Repairs, replaces and services heating units, and all type of air conditioning systems.
4. Makes repairs and adjustments to various appliances and equipment (e.g., refrigerators, gas and electric stoves, furnaces, electric motors, smoke detectors, power tools and test equipment). This includes checking and maintaining lubricant levels, timing, replacing and adjusting worn or damaged parts.
5. Repairs or replaces plumbing fixtures and fittings (e.g., leaky faucets, clogged drains and sewer lines, damaged toilets, sinks, and water cutoffs). Repairs or replaces water heaters and lavatory sinks. Repairs connecting piping. Repairs, replaces gas main piping.
6. Prepares all interior/exterior wall surfaces for painting by removing electrical outlets and lighting fixtures, spreading drop cloths, scraping peeled paint, patching holes, taping and floating drywall, etc.
7. Start, operates and checks for safety and maintenance on a wide variety of small engines, hand tools, pumps, chain saws, and pickup trucks.
8. Performs general road maintenance by clearing drainage, spreading road surface material, filling potholes, placement of signs, repairing fences, removing of trees, etc.
9. Replaces appliances and equipment when necessary.
10. Knowledge of proper conduct in dealing with residents and telephone etiquette.
11. Completes work orders and documents in English all information needed to correctly determine what inventory was used and the costs related to each completed work order.
12. Performs carpentry, electrical, plumbing and general repairs on mechanical equipment or machinery.



# EDINBURG HOUSING AUTHORITY

*Serving Families Since 1949*



13. Assist with the Make Ready Process, of inspecting the vacancy, drafting up the supply list, meeting contractor, provides contractor with supplies, conducts quality control inspection, and provides approval of completion of all vacancies, when requested.
14. Respond to emergency calls.
15. Operates trucks, other machines and tools, assisting staff in the proper use and upkeep of each.
16. Assures the satisfaction of customers in quality and responsiveness of services.
17. Supports the relationship between EHA and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and EHA staff.
18. Enthusiastically promotes the Executive Director's priorities for the operations of EHA.
19. Performs other related duties as assigned and/or required.

## **Behavioral Competencies**

*This position requires the incumbent to exhibit the following behavioral competencies:*

**Problem Solving:** Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with sensitive topics and/or irate customers.

**Customer Service:** Understand all PHA employees have external and/or internal customers that they provide services and information to; honor all of the Authority's commitments to customers and residents by providing helpful, courteous and knowledgeable customer service.

**Interpersonal Skills:** Focuses on solving conflict, not blaming; maintains confidentiality; listens to others; establishes rapport when working with others.

**Teamwork:** Cooperates with others to accomplish common goals; works with employees within and across his/her department; treats others with respect and maintains a friendly demeanor; values the contributions of others.

**Result Focus:** Consistently delivers required agency results; sets and achieves quality standards and meets all deadlines; maintains focus on Agency goals.

**Accountability:** Accepts full responsibility for self and contribution as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success and inspires others to commit to goals; demonstrates a commitment to delivering on his/her public duty and presenting oneself as a credible representative of the Agency to maintain the public's trust.

**Professionalism:** Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Job Competencies**

- Ability to work with the highest degree of confidentiality.
- Knowledge business English and math.
- Skill in operating computer equipment and general office machines.





# EDINBURG HOUSING AUTHORITY

*Serving Families Since 1949*



- Knowledge of applicable building codes, ordinances, fire regulations and safety precautions.
- Knowledge of tools, equipment and practices associated with public housing maintenance.
- Skill in reading blueprints, shop drawings, and sketches.
- Knowledgeable in Microsoft Excel, Word, Outlook including Adobe Acrobat software, capable of using internet resources for research and developing reports. Ability to learn other computer software programs as required for assigned tasks.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective and courteous relationships with employees and other business contacts.
- Above average analytical and reasoning abilities.
- Ability to coordinate several concurrent activities simultaneously.
- Strong interpersonal skills.
- Must regularly participate in continuous improvement and education, which may require traveling in and out of State.
- Ability to communicate bilingually is required, English and Spanish.
- Bondable.
- Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment.
- Eligible for coverage under the Authority's fleet auto insurance.

## **Education and/or Experience**

High School diploma or GED equivalent. Minimum of five (5) years' experience in building maintenance and construction and this to include experience in carpentry, electrical, plumbing and general repairs on buildings, fixtures, mechanical/HVAC equipment or machinery, or an equivalent combination of education and experience.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function 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 regularly required to sit, stand, and walk. While the work is primarily sedentary, excessive walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually quiet.

## **Cross-Training**

While employed with EHA, staff will be exposed to cross training. Cross training allows EHA to increase resources and efficiency by:

- Helping employees acquire and enhance skills, knowledge and abilities.
- Improving understanding of the different parts of departments and eventually of the organization as a whole.
- Leading to better coordination and teamwork.

Staff needs to have the ability and the willingness to be cross-trained in different positions within EHA. This on-the-job cross-training, allows the Agency to also provide staffing flexibility when an employee is absent for a planned vacation, emergency or after a position is vacated.