

Job Description

Anniston Housing Authority

Maintenance Technician Assistant

Department: Property Management

Date: 05-12-2015

Reports To: Maintenance Supervisor

Level: NE

Summary

This is a position for permanent unskilled manual labor. A person utilized in this class is responsible for performing custodial, grounds keeping and/or maintenance support tasks that do not require previous experience and minimal skills. Work is usually performed as a member of a group with specific instructions being given and close supervision exercised at all times.

Essential Job Functions

1. Must practice safety precautions and be safety conscious at all times.
2. Performs specific grounds care tasks in accordance with established procedures. The tasks include, but are not limited to: mowing, trimming, edging, pruning, fertilizing, watering re-seeding, applying fungicides, herbicides, insecticides and sterilants, sweeping walks and drives, patching parking lots and drives, repairing signs, removing snow, spreading sand and/or ice melt, etc.
3. Operates and maintains powered ground-care equipment such as tractor mowers, riding mowers, push mowers, edgers, vacuums, blowers, sprayers, spreaders, and chain saws.
4. Uses and maintains non-powered grounds and care equipment such as shovels, axes, hoes, wheelbarrows, saws, trimmers and hedge clippers.
5. Reports to immediate supervisor any items requiring maintenance as well as any unusual or unsafe conditions.
6. Assists Maintenance Mechanics with general labor duties in the installation and repair of gas, sewer and water lines, the installation or repair of plumbing fixtures or other similar activities.
7. Sweeps, mops and waxes floors, cleans and paints walls and woodwork, clean bathroom fixtures and kitchen appliances.
8. Performs other duties as directed by the Director of Maintenance.

Knowledge, Skills, and Abilities

1. Some knowledge of cleaning materials, equipment and methods commonly employed in the custodial care and cleaning of building, facilities and equipment.
2. Some knowledge of general grounds care procedures and maintenance.
3. Ability to follow oral and written instructions.
4. Ability to perform tasks requiring moderately heavy manual work.
5. Ability to establish effective working relationship with PHA employees.

Minimum Qualifications

1. Must have valid driver's license.
2. Must be able to read and write.
3. Must be insurable with our insurance carrier.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all of the job duties listed, and some incumbents may perform some duties, which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.