

## **BURLEIGH COUNTY HOUSING AUTHORITY**

**POSITION TITLE:**           **MAINTENANCE EMPLOYEE FOR  
BURLEIGH COUNTY HOUSING AUTHORITY**

**TO APPLY:** Mail or personally deliver your resume or letter outlining your qualifications, education, etc.to:

ATTN: Maintenance Supervisor  
Burleigh County Housing Authority  
410 South 2<sup>nd</sup> Street  
Bismarck ND 58504

Telephone – (701) 255-2540

**POSITION OBJECTIVE:** To identify problems with structures, appliances, utility systems, equipment and grounds; and correct when the skill level required is within the realm of the employee's abilities or refer to the supervisor when the skill level required exceeds the capability of the employee.

**EXPERIENCE:** Two years of building and grounds maintenance and repair work with EMPHASIS on plumbing, electronics, carpentry skills and painting skills.

### **GENERAL RESPONSIBILITIES:**

1. Install, maintain and repair major appliances.
2. Install, maintain and repair plumbing fixtures.
3. Perform carpentry and masonry installations or repairs.
4. Maintenance and repair of electrical systems.
5. Maintain and repair heating, cooling and ventilation systems.
6. Construct and maintain landscape features.
7. Perform parking lot and sidewalk maintenance and repairs.
8. Keep parking lot(s), sidewalks, grounds and maintenance shop clean.
9. Maintain and repair tools, machinery and shop equipment.
10. Identify potential problems and perform preventative maintenance.
11. Provide on-the-job training to co-workers and trainees.
12. Participate in teamwork assignments which require cooperation with other staff and/or tenants.
13. Become familiar with and apply on-the-job accident prevention and safety practices.
14. Report to the immediate supervisor problems and recommendations which arise that require skills and/or tools that are beyond the capability of maintenance worker.
15. Available to perform 24 hour/day on-call maintenance.
16. Complete periodic maintenance records as may be specified to meet warranty requirements or which are required by the immediate supervisor.
17. Prepare and paint surfaces as assigned by supervisor.
18. Unit preparation to meet BCHA Quality Control Standards.
19. Perform such other duties or functions as may be directed.

### **MINIMUM QUALIFICATIONS:**

1. Working knowledge of building maintenance methods, materials, tools and equipment.
2. Working knowledge of grounds keeping procedures, materials, tools and equipment.
3. Ability to perform semi-skilled installation; maintenance and repair work on appliances; electrical systems;

plumbing systems; heating, cooling and ventilation systems; frame and drywall structures; masonry, concrete and asphalt structures.

4. Handles the physical demands of the job, including standing, bending, pulling, pushing, climbing, and lifting at least 50 pounds.

5. Ability to operate and maintain motor driven equipment and power tools.

6. Ability to understand and follow written and verbal instructions.

7. Familiarity with hazard and safety precautions associated with responsibilities.

8. Ability to teach co-workers.

9. Ability to establish and maintain an effective working relationship with co-workers, immediate supervisor and tenants.

#### **EDUCATION REQUIREMENTS:**

High school diploma or GED certificate.

#### **SALARY/BENEFITS:**

\$18.00 per hour depending on experience plus excellent benefit package.

**DISCLAIMER CLAUSE:** This job description is not intended, and should not be construed to be a complete list of all responsibilities, duties, skills, efforts, or working conditions associated with the job. It is intended to be an accurate reflection of those principal job elements essential to making fair pay decisions and for determining job performance.