

# *Housing Authority of the City of Hampton*

20 College Street • P.O. Box 568 Hampton, GA 30228

Phone: 770.946.4039 • Fax: 770-897-0796

[Hamptonhousingauth@att.net](mailto:Hamptonhousingauth@att.net)

**Job Title:** PART-TIME MAINTENANCE TECHNICIAN

**REPORTS TO:**

Executive Director

## **JOB SUMMARY:**

Under the general supervision of the Executive Director, the technician in this position is responsible for a variety of skilled and unskilled tasks relating to maintenance and upkeep of all buildings, structures, grounds and equipment on all Hampton Housing Authority properties. The PT Maintenance Technician is required to be available during after-hours for emergencies and work up to 15 hours weekly with potential overtime when needed and approved by management.

## **MAJOR DUTIES:**

- Must practice safety precautions and be always safety conscious.
- Performs required planned and corrective (repair) maintenance to building surfaces, fixtures, systems and equipment.
- Performs equipment planned maintenance tasks as: checking proper equipment operation; lubricating bearings; changing air filters; and cleaning heat exchanger and condenser coils.
- Performs electrical and plumbing system- planned maintenance tasks such as: inspecting plumbing fixtures for leaks and repairs; checking drain lines to insure they are free of obstruction; checking appliances for proper operation; testing light switches and electrical outlets; and conducting ground fault detection tests, as well as panel boxes and meters.
- Performs such mechanical tasks as repairing and/or replacing space temperature and HVAC equipment controls.
- Performs such carpentry work as: hanging doors and installing windows; replacing/repairing door and window hardware; re-glazing windows; installing and/or replacing cabinets and handrails; repairing roofs, gutters, and downspouts; replacing floor tiles; and patching plaster walls and ceilings.
- Performs such masonry work as: patching cracked concrete; replacing broken masonry blocks and ceramic tiles; re-grouting ceramic tile; and sealing concrete and exterior brick.
- Performs such plumbing tasks as: replacing faucet washer seats, stems, spigots, and hardware; resetting commodes, tubs and sinks; repairing water leaks; replacing and/or repairing flush valves or flush tank hardware; and clearing clogged drains and soil lines; maintain and replace gas meters and valves; troubleshoot gas systems and test gas lines for corroding protection, including the repair and/or replacement of underground utilities.
- Performs such painting task as: preparing surfaces for painting by patching plaster holes, sanding, scraping or masking; painting with brushes, rollers, or sprayers; performing touch-up painting after working in an area; spot painting metal surfaces for corrosion control, etc.

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- Performs miscellaneous maintenance related tasks for a variety of situations as directed by immediate supervisor such as: servicing and/or repairing grounds care and cleaning equipment; servicing and/or repairing vehicles; and repairing work tools and equipment.
- Operates HVAC (heating, ventilation and air conditioning) equipment according to established procedures and instructions; checks all major system components and keeps an accurate operator's log, current at all times. Works closely with the other specialists to ensure proper operation of the HVAC, mechanical and refrigeration systems and to identify and correct any problems. Checks and inspects all HVAC system components and performs corrective repairs and Planned Maintenance work on the system per assigned work orders and established P.M. schedules.
- Inspects apartments after residents move out for damage and determines necessary maintenance work.
- Prepares vacated apartments for cleaning; cleans apartments for occupancy.
- Performs necessary manual labor to keep housing developments in a decent, safe and sanitary condition.
- Aids other Maintenance personnel as necessary.
- Utilizes a wide range of powered and non-powered hand tools such as drills, sanders, sewage line cleaners, saws, hammers, pillars, screwdrivers, wrenches, oilers, volt-ohm-amp meters, lawnmowers, edgers, trimmers and weed eaters.
- Troubleshoots maintenance problems using visual and appropriate testing equipment.
- Operates and makes all installations and repairs in accordance with local, state and national codes.
- Develops material lists for assigned jobs and obtains materials and equipment to perform these jobs.
- Participates in off-shift and weekend emergency maintenance coverage as scheduled.
- Inspects, tests and keeps required records of all fire risers, extinguishers, fire doors and other required fire safety code items.
- Performs other duties as directed by the Maintenance Supervisor.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles, practices, tools and materials used in one or more building trades (i.e., carpentry, plumbing, masonry, heating, or electrical trades).
- Knowledge of occupational hazards and necessary safety precautions applicable to building maintenance work.
- Skill in use and care of common hand tools used in building and equipment maintenance and construction work.
- Ability to perform minor maintenance and repairs in one or more trades.
- Ability to follow oral and written instruction.

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- Ability to establish and maintain effective working relationships with other employees, residents and the general public.
- Ability to assign duties and supervise subordinate employees in the absence of the Maintenance Supervisor.
- Ability to read and interpret blueprints and building specifications.
- Ability to operate heavy equipment such as backhoe, grader, etc., in a professional manner.
- Ability to teach and/or distribute information and knowledge to other maintenance employees.
- Ability to read and interpret electric meters.

## EDUCATION AND EXPERIENCE:

- High School Diploma or GED required.
- Three (3) years of experience in building maintenance, plumbing, painting, cleaning and/or an equivalent combination of technical training and experience to meet the required knowledge, skills and abilities.

## SPECIAL REQUIREMENTS:

- Must have a valid State of Georgia vehicle driver's license.
- Must be bondable.
- HVAC certification or ability to obtain EPA certification for the proper handling of Freon and other refrigerants within twelve (12) months. If unable to meet requirement must get approval to contract out.
- Must be able to lift large items, climb, stoop, stand for long periods, carry, load and unload, move large items and other related physical activities common to maintenance work.

## CUSTOMER SERVICE:

- Must always display an attitude of good customer service during execution of all job-related activities and responsibilities. Knowledge and use of advanced customer service skills and great character are required.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

- None

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EMAIL RESUME TO;  
Subject: Maintenance Tech  
[\*hamptonhousingauth@att.net\*](mailto:hamptonhousingauth@att.net)  
Job Type: Part-time

Pay: \$22.00 - \$28.00 per hour

Schedule:

- Monday, Wednesday, Friday
- On call

Ability to commute/relocate

