



First Mesa Elementary School

Position Description

Residential Maintenance

Supervisor: Maintenance/Facility Manager

Program: Facilities

Governing Board Approval: 6/23/16

Summary:

This position is responsible for maintaining the day-to-day operations and to assume responsibility for maintaining the residential property under the direction of the Maintenance/Facility Manager.

Tasks:

- Responsible for the completion of all residential maintenance service requests as assigned in a timely manner.
- Complete make-ready process of vacant units.
- Paint interior and exterior surfaces as necessary.
- Maintain inventory control for cost effective operations.
- Schedule and complete the "Preventive Maintenance Program".
- Coordinate special projects as directed by the Maintenance/Facility Manager.
- Assist in monitoring all work being performed by outside contractors.
- Responsible for 24-hour emergency maintenance service as scheduled.
- Carry cell phone and two-way radio as required for on-call maintenance.
- Complete grounds work as directed by the Maintenance/Facility Manager
- Immediately respond to housing emergencies.
- Attend safety meetings, housing meetings and other related meetings.

- Responsible for alerting the Maintenance/Facility Manager of any unusual occurrence and/or damage that have taken place or that may occur.
- Maintain a professional courteous manner with all residents, vendors, contractors and co-workers.
- Assure safety standards are used which comply with policies and procedures.
- Conducts duties and responsibilities in accordance with policies and procedures.
- Other related duties as assigned.

Qualifications:

Education: High school diploma/GED and/or completion of a craft apprenticeship preferred.

Years of Experience: Three (3) years of related experience.

Other Qualifications: Considerable skill in the evaluation and inspection of construction, repairs and maintenance work performed by skilled craftsmen.

Knowledge, Skills and Abilities:

- Technical knowledge of residential operation and maintenance activities including electrical, mechanical and building trades.
- Ability to frequently lift and/or move items over 75 pounds.

Terms of Employment:

1. Twelve (12) month contract.
2. Work shift requires on call-basis night and day.
3. Suitability for employment must be established with an extensive background investigation.
4. Indian Preference in employment is considered.

Classification:

Facilities

6/2016