



Baranof Island Housing Authority

245 Katlian Street, Sitka, Alaska 99835
(907) 747-5088

POSITION TITLE: Maintenance Technician/Repairer

STATUS: Full Time Permanent, Non-Exempt, Hourly

POSITION SUMMARY:

Responsible for repair and maintenance of BIHA property, including the interior and exterior of buildings, building components and system devices, and structures. Performs preventative maintenance and servicing of equipment, and related manual physical work. Assists in the care and maintenance of grounds and fleet vehicles.

Performs a variety of tasks involving dexterous use of hands, hand tools and power tools, for example: using pick and shovel, operating weed and brush cutters, paint, pressure wash, etc.

Must be able to quickly and efficiently transfer from one task to another and have the ability to effectively solve problems and to work without close supervision.

Must be able and willing to respond to emergency maintenance situations on an on-call basis.

AUTHORITY: Supervised by the Maintenance Supervisor.

POSITION DUTIES AND RESPONSIBILITIES:

- Provide support for daily and long-term maintenance operations.
- Assist in inspections of all BIHA properties.
- Maintain areas according to organization standards.
- Follow scheduled maintenance procedures.
- Perform outside custodial duties such as mowing, weed whacking and snow removal.
- Assist in maintenance operations which include, but are not limited to, basic electrical, plumbing, drywall, carpentry, painting, floor covering, heating systems, locks, and appliances.
- Responds to emergency maintenance requests as required.
- Perform maintenance repairs on rental property and vacant units.
- Use variety of hand and power tools and equipment to provide maintenance and landscaping.
- Provide consistent documentation of work order status.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- High School diploma or equivalent.
- Additional Education/Experience: Two years of technical maintenance training or formal training in related fields plus five years experience in building construction, property maintenance, or related field (appropriate additional experience may be substituted for the required technical education on a year for year basis).
- Knowledge of construction, carpentry, building maintenance, home repair, and heating systems.
- Ability to provide general upkeep of electrical, plumbing, and heating systems.
- Knowledge of safe work practices.
- Ability to communicate effectively and work well with tenants.
- Ability to write simple correspondence.
- Ability to use computer systems to support maintenance duties.
- Ability to work both independently and with others.
- Skilled in the use of power tools and equipment.
- Ability to work through difficult situations in a considerate and positive manner.
- Ability to maintain confidentiality regarding programs and clients.

WORKING CONDITIONS:

- Work may include extended time outdoors in inclement weather.
- The ability to lift 50 pounds without difficulty is required.
- Some time is spent in attics, crawl spaces, and other enclosed areas.
- Baranof Island Housing Authority maintains a drug free and smoke free workplace.

OTHER REQUIREMENTS:

- Must be at least 21 years of age.
- Must possess a valid Alaska driver's license and have an acceptable driving record.
- Applicant is subject to criminal background check.

Grade Level: Grade 6-7.

NOTE:

This job description has been designed to indicate the general nature and level of work performed by the employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job. Baranof Island Housing Authority (BIHA) reserves the right to revise this job description at any time.

Employment with BIHA is at-will. This means that BIHA may terminate the employment relationship at any time, with or without cause and with or without notice, so long as the termination does not violate federal or state law. No statement to the contrary, whether written or oral, is binding upon BIHA, except when authorized in writing by the Board of Commissioners and the Executive Director.