

## **Indianapolis Housing Agency Job Description**

**Job Title:** Maintenance Technician I  
**Department:** Maintenance  
**Reports To:** Manager of Maintenance/Director of Maintenance  
**FLSA Status:** Non-Exempt  
**Prepared By:**  
**Prepared Date:**  
**Approved By:**  
**Approved Date:**

**SUMMARY** Responsible for making minor repairs of dwelling units and grounds of one or more of the Agency's housing developments. Performs routine carpentry, electrical, and plumbing repairs in response to service requests that require minimum skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Makes minor repairs to or replaces plumbing fixtures and fittings such as leaky faucets, clogged drains and sewer lines, damaged toilets, sinks, and water cutoffs.

Patches/repairs tile floors.

Makes minor repairs and adjustments to various appliances and equipment such as refrigerators, gas and electric stoves, furnaces and water heaters. Moves appliances, and connects gas stove lines.

Performs minor repairs on electrical items such as light fixtures, switches, and outlets.

Assists in making minor carpentry repairs to walls, roofs, woodwork, floors, windows, etc. Replaces window panes, and replaces and recovers window and door screens.

Performs grounds care such as trimming trees, picking up trash, mowing lawns, and setting up water sprinklers.

Assists in moving residents for relocation.

Makes necessary repairs/replacements in vacant units.

**SUPERVISORY RESPONSIBILITIES** None

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** High School graduate or GED. One year experience in building maintenance or vocational training which involved training and/or experience in areas of carpentry, plumbing, and electrical repairs.

Good knowledge of techniques, methods, materials and equipment used in plumbing, carpentry, and electrical repairs, and in the the repair of household appliances, and air conditioning and heating systems.

Skills in the use of various hand and power tools.

Ability to read and understand repair manuals, and instructions/warning on cleaning agents.

Ability to write service requests, maintenance reports, and inspection reports.

**LANGUAGE SKILLS** Ability to communicate effectively both orally and in writing.

**MATHEMATICAL SKILLS** Ability to compute measurements.

**REASONING ABILITY** Average reasoning ability.

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Indiana driver's license.

**PHYSICAL DEMANDS** The employee must operate hand and power tools and equipment. Normal physical activity can be strenuous and may involve prolonged standing, walking, reaching, bending, crouching, stooping, and lying prone. The employee must occasionally push, pull, and/or lift objects up to and over 50 pounds. Work requires spatial perception and finger and manual dexterity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT** The employee works indoors and outdoors and is exposed to weather extremes. The employee may occasionally be subject to electrical shock hazards, dangerous heights, dangerous chemicals, and skin irritants (e.g. cleaning solutions, solvents, insecticides). The employee may be required to use goggles, gloves, safety boots, and other safety equipment.

## **Indianapolis Housing Agency Job Description**

**Job Title:** Maintenance Technician II  
**Department:** Maintenance  
**Reports To:** Manager of Maintenance Operations/Director of Maintenance Operations  
**FLSA Status:** Non-Exempt  
**Prepared By:** HR  
**Prepared Date:** July 2002  
**Approved By:**  
**Approved Date:**

**SUMMARY** Performs a variety of unskilled and semi-skilled maintenance tasks at assigned housing developments under general supervision. May work independently or be assigned to a crew. May give assistance or be assigned to perform general maintenance, repair, and work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Makes repairs or replaces plumbing fixtures and fittings such as leaky faucets, clogged drains and sewer lines, damaged toilets, sinks, and water cutoffs.

Repairs, builds and replaces cabinets and counter-tops; builds doorframes and shelving for housing units. Assists in making carpentry repair/replacements to damaged walls, roofs, woodwork, floors, fences, etc.

Performs repairs on electrical items such as fixtures, light switches, outlets and smoke detectors.

Make repairs and adjustments to various appliances such as stoves, range hoods, and refrigerators.

Performs ground care such as trimming trees, picking up trash and mowing lawns and setting up water sprinklers.

Repairs and services air-conditioning and heating units.

Performs preventative maintenance, checks units, and assigned vehicle if applicable.

On stand by duty for emergency work after normal work hours.

May perform duties as Truck Driver as needed.

**SUPERVISORY RESPONSIBILITIES** None

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** High school graduate or GED. Two years experience in building maintenance or vocational training, which involved training and/or experience in areas of drywall, carpentry, plumbing, and electrical repairs.

Broad knowledge of techniques, methods, materials, and equipment used in plumbing, carpentry, and electrical repairs, and in the repair of household appliances, and heating systems.

Skills in the use of various hand and power tools.

Ability to read and understand moderately complex repair manuals, and instructions/warning on cleaning agents, write service requests, maintenance reports, and inspection reports.

**LANGUAGE SKILLS** Ability to communicate effectively both orally and in writing.

**MATHEMATICAL SKILLS** Ability to compute measurements.

**REASONING ABILITY** The employee performs a limited to moderate number of tasks, which require personal judgement and decision-making, based on technical knowledge and experience. Instructions to the employee are moderately broad and routine.

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Indiana driver's license. CDL license or ability to obtain a CDL license.

**PHYSICAL DEMANDS** The employee must operate hand and power tools and equipment. Normal physical activity can be strenuous and may involve prolonged standing, walking, reaching, bending, crouching, stooping, and lying prone. The employee must use arm strength to manipulate hand tools such as saws, sanders and jointers. The employee must occasionally push, pull, and/or lift objects up to and over 50 pounds. Work requires spatial perception and finger and manual dexterity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT** The employee works indoors and outdoors and is exposed to weather extremes. The employee may occasionally be subject to electrical shock hazards, dangerous heights, dangerous chemicals and skin irritants (e.g. cleaning solutions, solvents, and insecticides). The employee may be required to use goggles, gloves, safety boots, and other safety equipment.

## **Indianapolis Housing Agency Job Description**

**Job Title:** Maintenance Technician III  
**Department:** Maintenance  
**Reports To:** Manager of Maintenance/ Director of Maintenance Operations  
**FLSA Status:** Non-Exempt  
**Prepared By:** HR  
**Prepared Date:** September 2005  
**Approved By:**  
**Approved Date:**

**SUMMARY** Under general supervision, the employee performs general maintenance and repair tasks at the skilled and semi-skilled level. Tasks are performed in several trades or crafts at assigned housing developments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Repairs or replaces wiring and parts for electrical outlets, switches, light fixtures, and breaker switches/fuses.

Repairs or replaces plumbing fixtures and fittings (e.g. leaky faucets, clogged drains and sewer lines, sprinkler systems, damaged toilets, sinks, and water cutoffs.) Repairs or replaces water heaters and lavatory sinks.

Repairs or replaces damaged walls, roofs, woodwork, floors, gutters and down spouts, garage doors, fences, gates, doors and door locks, windows, cabinets, door bells, peepholes, clothes lines, fans and belts, and insulation.

Repairs, replaces and services heating units and boiler systems and all types of air conditioning systems.

Repairs and replaces roof shingles on all types of roofs.

Wires and installs terminals for computer installation.

Services and repairs Agency vehicles and equipment.

Make repairs and adjustments to various appliances and equipment (e.g. refrigerators, gas and electric stoves, furnaces, electric motors, smoke detectors, heat pumps. power tools and test equipment) and replaces appliances and equipment when necessary.

Completes paperwork involving inventory, daily work orders, daily vehicle service inspections and monthly gas reports.

May be on standby duty for emergency calls after normal duty hours and weekends.

May perform pest extermination as part of "make-ready" activities.

Works on emergency workorders after normal work hours which is “on call” duty.  
Construct frames, pours and finishes concrete work.

May perform duties as a Truck Driver as needed.

**SUPERVISORY RESPONSIBILITIES:** None, except in the absent of the maintenance technician IV.  
Out of class pay rendered for maintenance technician III.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** High School graduate or GED. Three or four years experience in building maintenance or vocational training which involved training and/or experience in area of general repairs, carpentry, plumbing, and electrical repairs, or an equivalent combination of education and experience.

Good knowledge of techniques, methods, materials, and equipment used in plumbing, carpentry, and electrical repairs, and in the repair of household appliances, and heating systems.

Skilled in the use of various hand and power tools and test equipment.

Ability to read and understand repair manuals, and instructions/warning on cleaning agents.

Ability to write service requests, maintenance reports, and inspection reports.

**LANGUAGE SKILLS** Ability to communicate both effectively both orally and in writing.

**MATHEMATICAL SKILLS** Ability to compute measurements.

**REASONING ABILITY** Work performed is mostly routine and repetitive in nature. Occasionally, some tasks may require the exercise of personal judgement in making decisions on accomplishing assigned work.

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Indiana driver's license. Ability to obtain a CDL license.

**PHYSICAL DEMANDS** The employee must operate hand and power tools and equipment. Normal physical activity can be strenuous and may involve prolonged standing, walking, reaching, bending, crouching, stooping, and lying prone. The employee must use arm strength to manipulate hand tools such as saws, sanders and jointers. The employee must occasionally push, pull, and /or lift objects up to and over 50 pounds. Work requires spatial perception and finger and manual dexterity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT** The employee works indoors and outdoors and is exposed to weather extremes. The employee may occasionally be subject to electrical shock hazards, dangerous heights, dangerous chemicals, and skin irritants (e.g. cleaning solutions, solvents, and insecticides). The employee may be required to use goggles, gloves, masks, lumbar support belts, safety boots and other safety equipment.

## **Indianapolis Housing Agency Job Description**

**Job Title:** Maintenance Technician IV  
**Department:** Maintenance  
**Reports To:** Manager of Maintenance Operations/Director of Maintenance Operations  
**FLSA Status:** Non-Exempt  
**Prepared By:** HR  
**Prepared Date:** August 2005  
**Approved By:**  
**Approved Date:**

**SUMMARY** Responsible for general maintenance of Agency housing developments and grounds. Performs major carpentry, electrical, and plumbing repairs and other general repairs in response to service requests and inspections of units at assigned housing developments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Makes daily rounds of housing developments and grounds to identify maintenance needs and remove trash and discarded items.

Repairs or replaces wiring and parts for electrical outlets, switches, light fixtures, and breaker switches/fuses. Checks for and repairs gas leaks.

Repairs or replaces plumbing fixtures and fittings, showers, leaky faucets, clogged drains and sewer lines, damaged toilet, sinks, and water cutoffs.

Makes carpentry repairs/replacements to damaged walls, roofs, woodwork, floors, gutters and downspouts, windows, cabinets, door bells, peepholes and clothes lines. May perform painting functions as part of "make ready" procedures.

Makes or reinforces and installs/replaces window and door screens; door knobs and deadbolt locks.

Repairs or replaces tile floors, various appliances and equipment including refrigerators, gas and electric stoves, heaters, electric motors, water heaters, and smoke detectors.

Assists in training other maintenance personnel.

Works on emergency work orders after normal work hours when is "on call" duty.

Must assist management with all developmental responsibilities i.e. PHAS.

Performs administrative duties such as processing work orders and preparing written forms for vehicle usage, gas, mileage, and inspections.

**SUPERVISORY RESPONSIBILITIES** None, except may provide training and guidance to subordinates and new maintenance employees.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** High school graduate or GED. Five years experience in building maintenance or vocational training which involved training and/or experience in areas of carpentry, plumbing, and electrical repairs, or an equivalent combination of education and experience.

Good knowledge of techniques, methods, materials, and equipment used in plumbing, carpentry, and electrical repairs, and in the repair of household appliances, and heating systems.

High degree of skill in one or more trade crafts and working knowledge of all maintenance crafts.

Good knowledge of Housing Agency Accident Prevention Program.

Skilled in the use of various hand and power tools and test equipment.

Ability to read and understand moderately complex repair manuals, and instructions/warning on cleaning agents, write service requests, maintenance reports, and inspection reports.

**LANGUAGE SKILLS** Ability to communicate effectively both orally and in writing.

**MATHEMATICAL SKILLS** Ability to compute measurements.

**REASONING ABILITY** Work performed by the employee is mostly routine and repetitive in nature. Occasionally, some complex tasks may require the exercise of personal judgement in making decisions on accomplishing assigned work.

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Indiana driver's license

**PHYSICAL DEMANDS** The employee must operate hand and power tools and equipment. Normal physical activity can be strenuous and may involve prolonged standing, walking, reaching, bending, crouching, stooping, and lying prone. The employee must use arm strength to manipulate hand tools such as saws, sanders and jointers. The employee must occasionally push, pull, and/or lift objects up to and over 50 pounds. Work requires spatial perception and a combination of finger and manual dexterity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT** The employee works indoors and outdoors and is exposed to weather extremes. The employee may occasionally be subject to electrical shock hazards, dangerous heights, dangerous chemicals, and skin irritants (e.g. cleaning solutions, solvents, and insecticides). The employee may be required to use goggles, gloves, safety boots, masks, lumbar support belts, and other safety equipment.