



SCCHA
St. Clair County Housing Authority



JOB DESCRIPTION

POSITION: Maintenance Serviceman(s)

REPORTS TO: Property Manager / Supervisor of Maintenance / Asset Management Director

DUTIES: See Attached

SALARY: \$18.00 to start; \$24.15 after evaluation period

FLSA: Non- Exempt WORK LOCATION: St. Clair County, Illinois

REQUIREMENTS AND

QUALIFICATIONS:	Good Character - No serious convictions (consent to criminal background check required); two personal references from local area; good driving record. General - Familiarity with the local area and a resident of work areas strongly preferred. Applicants meeting Section 3 eligibility are preferred. Physical Condition - Ability to perform assigned job duties. Consent to post-hire physical exam and drug testing required. Education - High school diploma or GED certificate required. Experience - Minimum one year's successful full-time work experience required. Additional work experience preferred, particularly in related work environment. Skills - General skills related to multi-family residential property maintenance and repair. Communication - Must be able to interact favorably with residents, co-workers, vendors, and others. Basic writing skills to accurately record work performed. Transportation - Valid driver's license on file at all times; ability to furnish and use personal car for Housing Authority business (with auto insurance coverage compliant with Illinois law). Must be determined insurable under SCCHA's auto insurance policy.
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All the above requirements and qualifications are necessary for initial employment and must be maintained as a condition of continued employment. The Housing Authority reserves the right to impose additional job-related requirements and qualifications, as necessary.

THIS IS AN EQUAL EMPLOYMENT OPPORTUNITY -M/F/D/V



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MAINTENANCE SERVICEMAN

GENERAL CONDITIONS

1. This is an entry level maintenance position for an experienced individual with the knowledge and skills needed to perform in all aspects of residential apartment maintenance.
2. This position involves working alone and as a member of a crew with the responsibility for performing emergency, routine, and preventive maintenance and repair activities for the assigned buildings, equipment, and grounds. A person must be capable of performing tasks in all related functional areas including carpentry, electrical, plumbing, etc.
3. The terms and conditions of employment for this position are established under a collective bargaining agreement with the Service Employees International Union, Local 73 (including initial evaluation period). Persons hired to this position may join the union after the 30th day of their employment, if they choose, on the same terms and conditions generally available to other members.
4. This is a regular full-time (40 hours per week) position and eligible for full fringe benefits.
5. All assigned duties will be consistent with the attached "Maintenance Serviceman" Duties which are subject to periodic change or modification and be performed under the supervision of the Property Manager, Asset Management Director and/or Director of Maintenance subject to all policies and regulations established by the Board of Commissioners and Executive Director and the terms and conditions of the collective bargaining agreement with SEIU, Local 73.



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MAINTENANCE SERVICEMAN**DESCRIPTION OF DUTIES****General Statement of Duties:**

Under the supervision of the Property Manager, the Asset Management Director and/or the Director of Maintenance performs skilled work in the general repair and maintenance of the Housing Authority's buildings; grounds and facilities; does related work as required.

Essential Job Functions (May Include, Illustrative Only, Not All-Inclusive):

1. **Plumbing:** includes the repair, replacement or installation of faucets, pipes, hot water tanks, toilets, etc. Also includes unclogging drain lines (including interior drains in kitchen [sink], bathroom [toilets, basin, tub], utility room [washer and floor drain] and exterior main drain line.
2. **Electrical:** includes the repair, replacement or installation of power switches, circuit breakers, wall sockets, ceiling lights, ceiling fans, and related work
3. **Drywall repair:** commonly includes filling in small holes, large holes and/or replacing complete sections of damaged drywall (includes taping, mudding, and finish sanding).
4. **Painting:** includes minor touch-ups following damage repair and new coats of paint applied to unit walls between the time a tenant vacates a unit a new renter assumes occupancy.
5. **Appliance repair:** includes the repair, replacement, or installation of major household appliances, such as refrigerators, gas and electric stoves and hot water tanks. Also includes repair, replacement and installation of electric and battery-operated smoke and carbon monoxide detectors.
6. **Grounds keeping:** includes mowing grass, pulling weeds, trimming, and pruning trees and shrubs, watering lawns and plants, replacing light bulbs along pathways and parking areas, sweeping or raking leaves, and maintaining the grounds.
7. **Cleaning/housekeeping:** includes maintaining a clean and neat appearance in shared community locations, such as the management office/maintenance shop, community centers, and interior building common areas (halls, lobby, bathrooms, elevators, etc.) along with cleaning fixtures, floors, and other surfaces in vacated units before new renters assume occupancy.
8. **Snow removal:** includes shoveling, blowing, or plowing snow away from covered walkways and driveways, and laying down rock salt atop icy surfaces to prevent slipping.
9. **Customer service:** includes professional, prompt, and courteous correspondence with renters when scheduling and providing maintenance services, and with contracted vendors that provide additional facility services.



10. Time management: includes maintaining an organized scheduling and tracking system to effectively complete all maintenance requests in a timely manner and in the order by which they were received or by level of urgency.

11. Other duties: perform related tasks as required

Required Knowledge and Abilities:

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or balance the workload.

1. Any combination of education and experience equivalent to high school diploma or GED and a minimum of one year experience in skilled building repair and maintenance work.
2. Knowledge of common hand tools terminology, and accident precaution of a variety of trades.
3. Knowledge of common hand tools used in building trades and of the necessary safety precautions.
4. Ability to work independently.
5. Ability to maintain records and logs.
6. Ability to establish and maintain effective working relationships with residents and associates.

Physical Requirements:

1. This medium work requires the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
2. Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping and repetitive motions.
3. The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.
4. The worker may be exposed to blood borne pathogens and may elect and/or be required to wear specialized personal protective equipment.

Special Requirements:



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1. Valid driver's license required and must maintain eligibility for coverage under the Authority's automobile insurance.
 2. Ability to furnish and use personal car for SCCHA business (copies of valid driver's license and current auto insurance coverage required).
 3. Must pass drug screen and physical exam.