POSITION ANNOUNCEMENT

POSTING CLOSING: Open until filled

JOB TITLE: Maintenance Specialist
REPORTS TO: Maintenance Manager
SALARY RANGE: $15.00 - $22.00

NATURE OF WORK

General

This is a technical position in the property maintenance division of the Pierce County Housing Authority. Under general supervision, an employee in this position is responsible for performing specialized and skilled tasks of moderate difficulty associated with maintenance and repair of single and multi-family dwellings and properties. This employee will be working on public housing or any Authority-owned properties, as assigned. Attendance is an integral component of this position.

Essential Functions

▪ Estimate costs and types of materials required for necessary repairs. Obtain estimates and contracts for repairs of a licensed trade nature or for repairs determined to be beyond staff capabilities.

▪ Supervise and participate in painting, glazing, soft tile laying, masonry, plumbing, carpentry and electrical repairs to buildings and equipment.

▪ Clean, service and make repairs to a wide variety of heating, ventilating and related equipment.

▪ Remove and/or replace partitions, install doors and locks, repair all types of roofing, repair cabinets, floors, windows, footings, sidings, and make general structural repair at the journeyman level and other related carpentry work.

▪ Measure, cut, thread and install pipes for water lines; repair and/or replace plumbing fixtures; and perform related acetylene welding.

▪ Make estimates of labor, time, costs and materials.

▪ Repair floors, and install soft and ceramic tile.

▪ Maintain all required files and records.

Additional Duties

▪ Perform exterior and interior painting.

▪ Install window glass.

▪ Perform masonry and concrete work in connection with sidewalks, curbs and gutters and also on buildings and foundations.
- Conduct inspections of dwellings to determine the cause of defects and/or problems with the mechanical and structural systems of the dwelling as well as existing building components.
- Instruct residents in maintenance of units.
- Maintain a small inventory.
- Maintain lawn and flower beds to professional standards.
- Clean, sharpen, and repair tools.
- Does related work as required.

This description was prepared to indicate the kinds of activities and levels of work difficulty required. It is not intended as a complete list of specific duties and responsibilities.

RECRUITING REQUIREMENTS

Minimum

High school graduate AND

Five or more years' experience at the journeyman level in the maintenance of residential buildings and equipment; OR

Any equivalent combination of related education, training and experience which would demonstrate, to the Authority's satisfaction, the ability to perform the work.

Three to five years of recent hands-on experience in maintenance of residential buildings and equipment.

Valid Washington State Driver's License, a fully insurable driving record, and reliable transportation.

Knowledge, Skills, and Abilities

Comprehensive and demonstrated knowledge of modern building construction and repair principles, practices, and materials.

Excellent knowledge of all stages of construction wherein possible defects and/or violations may be easily observed and corrected.

Working knowledge of local, public, and private building practices and codes.

Ability to read and interpret plans and specifications.

Ability to generate comprehensive and accurate work write-ups and cost estimates.

Ability to prepare and explain building plans, sketches and diagrams.

Ability to follow written or oral instructions in English.

Ability to prepare clear, concise reports and to maintain essential records and files.

Demonstrated skill in evaluating construction progress, and ability to perform progress inspections.

Ability to establish and maintain good working relationships with contractors, building officials, and fellow employees.
Working knowledge and ability to maintain lawn and flower beds to professional standards.

Satisfactory physical condition enabling employee to field-inspect projects including the ability to climb stairs and ladders and make entry into confined spaces such as crawl spaces and eaves.

**Special Note**

Individuals employed in this position may have unsupervised access to vulnerable persons. The Housing Authority shall seek, and applicant must consent to, the disclosure of applicant's record of convictions for certain crimes.

Union membership is required within 30 days of employment.

**Selection Procedures**

This is a competitive selection process. Your responses will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Those applicants whose qualifications most closely correspond to the position requirements will be eligible for further consideration. Short notice may be given to applicants to participate in further selection processes, usually by telephone.

**Where to Apply**

If interested in applying for this position, submit an application (found at www.pchawa.org) and resume to:

Ellie Ottey  
Pierce County Housing Authority  
1525 – 108th Street S  
Tacoma, WA 98444

PCHA is an Equal Opportunity Employer and Equal Housing Opportunity Agency.