



## PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400 | www.PCHAWA.org

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### JOB DESCRIPTION: MAINTENANCE SPECIALIST

TITLE:	Maintenance Specialist
REPORTS TO:	Maintenance Director
SALARY RANGE:	\$25.00- \$36.00/ hourly + On-Call Compensation PCHA Benefits Package
SHIFT/SCHEDULE:	Hourly, Non-Exempt Union Full-time, 40 hours/week Monday through Saturday options; Daily shift hours to be negotiated. On-Call, with compensation, after hours and weekends on rotation, which averages one week once every other month.

The Pierce County Housing Authority (PCHA) is a public body created by Pierce County's Board of Supervisors (now County Council) in 1978 according to State statute (RCW35.82). The mission of the Pierce County Housing Authority is to provide safe, decent, affordable housing and economic opportunity free from discrimination. PCHA currently operates 121 Low-Income Public Housing units, 20 Units of USDA/RD Housing, administers approximately 3,003 Section 8/HCV program vouchers, and an Enterprise Portfolio comprising approximately 670 units. Additional grants are received periodically for the Renovation and Modernization of existing facilities and in support of our Family Self-Sufficiency Programs. Currently, the Pierce County Housing Authority employs approximately 40 individuals.

#### **BASIC FUNCTION**

The Maintenance Specialist is a non-exempt, union/bargaining position in the Maintenance Department of Pierce County Housing Authority. Under general administration of the Director of Maintenance/ Maintenance Coordinator, the Maintenance Specialist is responsible for performing preventive, routine, and scheduled maintenance, this includes, turning vacant units, painting vacant and occupied units, and repairing units owned or managed by the Pierce County Housing Authority (PCHA). In addition, the Maintenance Specialist performs general custodial duties in the public areas of PCHA properties.

This position is part of a Collective Bargaining Agreement with Office and Professional Employees International Union (OPEIU) Local 8.

#### **ESSENTIAL FUNCTIONS**

The following functions may be performed manually or in computerized form in conjunction with the above-described items:

- Troubleshoots electrical, plumbing, and appliance systems as well as monitoring all systems to ensure that they are working properly.
- Assists with or performs repairs, replacement and preventative maintenance as appropriate.
- Documents all work according to PCHA process.
- Electrical tasks include testing, repairing, or replacing light switches and electrical outlets as well as conducting ground fault detection tests.



- Plumbing tasks include repairing faucets; replacing washers, seats, stems, hose bibs, supply lines, valves, and hardware as required; repairing minor water leaks; replacing and/or repairing flush valves or flush tank hardware; clearing clogged drains and soil lines and replacing water tanks.
- Appliance systems include the repair/replacement of ranges, refrigerators, dishwashers and air conditioners.
- Performs carpentry work such as: replacing/repairing doors, windows and hardware; repairing cabinets and handrails; repairing roofing, gutters and downspouts; re-keying locks; and repairing decks.
- Performs minor masonry work such as grout and brick repair and/or repairing minor cracked concrete.
- Performs sheetrock repair such as installing and repairing drywall and blending finishes to match surrounding surfaces.
- Performs painting of walls, ceilings, and other surfaces in accordance with established SHA standards, including tasks such as: preparing surfaces for painting by patching holes, sanding, scraping and/or masking; painting with brushes, rollers, or sprayers; performing touch-up painting after work in an area; spot painting metal surfaces for corrosion control.
- Performs daily upkeep and inspection to maintain safety and cleanliness of the community common areas, including pickup and removal of trash and debris throughout property, including property systems such as trash disposal areas, maintenance shop/workrooms, and leasing office systems.
- Removes snow and ice from sidewalks with snow blowers, shovels and de-ice material.
- Operates and maintains swimming pools and spas.
- Prepares vacant units for occupancy by sweeping, wet mopping, vacuuming and/or waxing floors; cleaning the unit, including but not limited to appliances, bathroom fixtures, tub surrounds, windows, window coverings; and completing all maintenance and repairs; and remove trash and debris from interior and exterior of the unit.
- Performs equipment preventive maintenance tasks such as checking for proper equipment operation, lubricating bearings, and changing air filters.
- Participates in on-call and weekend emergency maintenance and repairs as directed.
- Responsible for thorough knowledge of maintenance plans and procedures.
- Reports unusual or extraordinary circumstances regarding the community or tenants to the Property Supervisor.
- Utilizes a wide range of power tools such as drills, sanders, sewage line cleaners, saws, power washers, compressors, volt-ohm-amp meters, snow blowers, and lawn mowers.
- Operates and maintains ground care equipment such as shovels, axes, hoes, wheelbarrows, saws, trimmers, and hedge clippers.
- Operates and maintains cleaning equipment such as vacuum cleaners, buffers, ladders, brooms, mops and other such items with an overall goal of presenting a clean, healthy environment.
- Communicates with supervisor ideas/advice concerning products and vendor selection – based on knowledge and experience in the field, which may include research and evaluation of current or sample products for use in the maintenance of properties.
- Communicates and collaborates with vendors at communities, including the coordination and inspection of work performed by private contractors.
- Assists with the ordering and receiving of routine and emergency supplies in compliance with the PCHA Procurement Policy.
- Provides guidance as needed to other department personnel, including technical input to decision making of capital improvements and other maintenance issues.
- Assists other staff with assignments and duties as necessary, and performs other necessary duties as required or assigned.
- **NOTE:** This job function describes primary duties only. It is not to be considered a detailed listing of all required tasks.

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## KNOWLEDGE AND SKILLS

- Comprehensive and demonstrated knowledge of:
  - Fair housing guidelines.
  - Cleaning materials, equipment and methods commonly employed in cleaning of housing units and common areas.
  - General grounds care and maintenance procedures.
  - WISHA (Washington Industry Safety and Health Administration) standards and company safety policies
  - Job safety principles.
  - Material Safety Data Sheets
- Ability to:
  - Understands the role in representing PCHA and customer service protocol.
  - Handle detailed tasks independently.
  - Establish and maintain effective working relationship with other employees, management, tenants, applicants, vendors, and the general public while providing excellent customer service at all times.
  - Handle sensitive and confidential information with professionalism.
  - Use computer and related software for related tasks.
  - Use proper safety equipment to complete tasks.
  - Safely lift up to 50 pounds.
  - Work safely with chemicals using all appropriate Personal Protective Equipment and precautions.
  - Exercise care in the use of materials, equipment, and tools.
  - Perform work as an effective member of the Property Management Department team.
  - Follow oral and written communications.
  - Fluently read, write, and speak English.
  - Practice Fair Housing Guidelines.
  - Participate in required monthly training and meet passing score deadlines.

## MINIMUM REQUIREMENTS

- **EDUCATION:** A minimum of a High School diploma or equivalent
- **EXPERIENCE:** Three (3) of more years work experience in the care and maintenance of facilities and grounds, or an equivalent combination of training and experience to meet the required knowledge, skills, and abilities; OR
- Any equivalent combination of related education, training, and experience, which would demonstrate to PCHA's satisfaction, the ability to perform the work.
- **LICENSES AND OTHER REQUIREMENTS:** Valid Washington Driver's License with an insurable driving record. Consent to and pass criminal record background check in accordance with position requirements, including but not limited to HUD guidelines.

## WORKING CONDITIONS

- The physical demands and work environment described here are representative of those that an employee must handle to successfully perform the essential functions of this job. Work is performed outdoors, inside housing units, and offices in all weather conditions.
- Occasional standing, walking, sitting, using hands to finger, handle, or feel objects, tools, or controls; reaching with hands and arms; climbing stairs; balancing; stooping, kneeling, crouching, or crawling;



talking or hearing; ability to safely lift and carry 75 lb. a distance of 100 ft.

- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Operate various types of power tools, janitorial equipment, and other equipment commonly used to maintain safe and sanitary living environment for residents.
- Work involves considerable physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds.
- The incumbent will use power tools as well as standard office equipment including personal computers, telephones, copiers, and related equipment.
- Employee must be able to meet the physical requirements of the classification and have mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **HAZARDS:** Work environment involves some exposure to hazards or physical risks, which require following basic safe precautions. Work involves considerable exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

### EQUAL OPPORTUNITY

Pierce County Housing Authority is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status, or any other protected classes in local, state, or federal employment laws.

### APPLICATION REQUIREMENTS AND PROCESS

- Submit both a one-page cover letter and resume.
  - Cover letter needs to address how your experience and education and/or training qualifies you to perform the essential functions listed in the job announcement.
  - Resume should detail all education and experience that qualifies you for this position.
- **SUBMIT:** Email cover letter and email as attachments to [HumanResources@pchawa.org](mailto:HumanResources@pchawa.org) with SUBJECT Line of "Maintenance Specialist– Your Last Name, Your First Name"  
OR mail to:
  - Human Resources
  - 603 South Polk Street, Bldg. C
  - Tacoma, WA 98444
- Questions may be addressed to:
  - Ney Calhoun, Human Resources Manager
  - [humanresources@pchawa.org](mailto:humanresources@pchawa.org)
  - 253-620-5420
- **DUE DATE:** Open until filled.