

Position Title Maintenance I	Date of Last Revision August 10, 2020
Reports To Maintenance Supervisor and/or Executive Director	Schedule Full-Time
Location Housing Authority of Trempealeau County	FLSA Status Exempt

The functions of this position include but are not limited to:

- Performs workorders as assigned
- Performs general maintenance on all buildings and properties.
- Performs apartment turn-overs which may include carpentry, electrical and plumbing work, replacement of cabinets and/or repairs
- Performs lawn care
- Performs snow removal
- Maintenance on equipment
- Conducts the garbage pickup and recycling for all apartment complexes in Whitehall, Pigeon Falls, Blair, Galesville, Independence and Arcadia.
- Assists the Executive Director in developing and maintaining a written cross-training plan for all members of the maintenance department.
- Additional maintenance duties as requested and assigned by the Maintenance Supervisor and/or Executive Director.

Knowledge and Skills:

- Minimum of a High School Diploma
- Excellent communication skills
- Experience/training in carpentry, basic electrical & plumbing
- Ability to take direction and apply common sense effectively
- Ability to perform quality work within deadlines
- Ability to interact politely and professionally with other employees, customers and/or anyone else while performing duties as Housing Authority maintenance staff
- Ability to adhere to confidentiality policies