

<b>Position Title</b> Maintenance II	<b>Date of Last Revision</b> April 4, 2020
<b>Reports To</b> Maintenance Supervisor and/or Executive Director	<b>Schedule</b> Full-Time
<b>Location</b> Housing Authority of Trempealeau County	<b>FLSA Status</b> 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 and maintenance of equipment
- Performs snow removal and maintenance of equipment
- Tree trimming, window washing, outside painting of doors, trim and railings
- Boiler repairs, troubleshooting and programming of boiler controls
- Plumbing work including replacing pipes, bad valves, leaking faucets
- Unclog sewers and drains with electric drain cleaner
- Electrical work including installing wires and plug-ins, replacing ballasts in fluorescent light fixtures and emergency lights
- Troubleshooting and programming of door timers
- Apartment turnovers which include painting, carpet shampooing and cleaning
- Some sheet-rocking and rewiring for ceiling fans
- Night and weekend emergency calls
- Collecting coin from washers and dryers on a monthly basis
- 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 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.