

STEVENS POINT HOUSING AUTHORITY (SPHA)

Posting Date: November 14, 2022

Title: Maintenance Worker

Department: Stevens Point Housing Authority (SPHA)

Reports To: Maintenance and Building Manager

Job Summary: Reporting to the Maintenance and Building Manager or his/her Designee and under general direction, the Maintenance Worker is responsible for maintaining, repairing, and cleaning Stevens Point Housing Authority ("Housing Authority") assigned apartments, common areas, and ground areas.

This position is a non-exempt position for the purposes of the Fair Labor Standards Act.

Essential Functions:

- Complete routine, non-routine, and emergency work orders per established policy and procedure; prepare apartments for re-occupancy; perform routine and non-routine maintenance on Stevens Point Housing Authority's owned property, equipment, and fixtures; snow removal; and lawn care.
- Participate in Emergency Maintenance response rotation.
- Identify potential maintenance problems and take appropriate action.
- Assist management with all aspects of Lease enforcement.
- Observe safe work habits at all times.
- Be able to perform a variety of skilled tasks in repairing and maintaining equipment, fixtures, buildings, and grounds, including but not limited to the specific duties listed below.
- Must have working knowledge of methods, practices, tools and equipment required to make general repairs in the fields of carpentry, plumbing, electricity, painting, and masonry; specific knowledge of the operation of heating equipment and ability to regulate and control its operation; determine material requirements and execute.
- Must maintain accurate time and material records for purposes of tracking expenses to specific assigned jobs.

Customary Contacts:

- **Internal:** The Maintenance Worker will have regular contact with the Maintenance and Building Manager and the other maintenance personnel.
- **External:** The Maintenance Worker will have frequent contact with current tenants.

Working Conditions and Physical Requirements:

- This person will work at various assigned buildings and properties owned by the Stevens Point Housing Authority.
- This person will be on call for emergency maintenance in rotation with other maintenance personnel. In order to fulfill the duties of this requirement, the employee is required to maintain the Authority issued cell phone.
- Bending, crawling, climbing, and lifting various objects up to approximately 50 pounds are also required on an occasional basis.

Knowledge, Skills, and Abilities Required:

- **A. Carpentry:** Repair interior and exterior doors, windows, floors, screens, shelves, fencing, walls, cupboards, sink tops and roofs;
- **B. Plumbing:** Repair and clear stoppage of sewers, sinks, faucets, bathtubs, showers, toilets, and hot water heaters;
- **C. Electrical:** Repair switches, light fixtures, receptacles, outlets, smoke detectors and make safety inspections of fuse boxes and meters;
- **D. Painting:** Paint units, interior and exterior as required; have knowledge of paints, their application, and care of equipment.
- **E. Drywall:** Repair holes and imperfections in walls and ceilings;
- **F. Other:** Maintain and clean furnaces; perform minor masonry work; lay floor tile; snow plowing at designated units; plus, practice the safe and accepted methods of pest eradication as needed.

Other Skills Required:

- Ability to understand and effectively carry out oral and written instructions.
- Ability to work independently and exercise initiative.
- Ability to maintain confidentiality.
- Basic computer knowledge to include Word, Excel, and Outlook.

Required Education and Experience:

- Graduation from university, college, high school, trade school, or equivalent
- Three or more years' experience in building or apartment maintenance
- Valid Wisconsin driver's license at all times

Excellent Benefits

- Health, dental, life, and disability insurance
- Wisconsin Retirement System
- Wisconsin Deferred Compensation Plan
- Paid vacation and sick time
- Flexible spending account

Pay/Salary

- Salary is commensurate with qualifications and experience.

How to Apply

- **Qualified candidates should e-mail a comprehensive cover letter and resume to Idowu Odedosu at iodedosu@spha-wi.org on or before Friday, December 30, 2022 with the subject title, "Maintenance Worker."**