

HOUSING AUTHORITY OF MERRILL WISCONSIN

JOB DESCRIPTION

CLASSIFICATION TITLE

BUILDING OPERATIONS II

OVERVIEW

The mission of the Housing Authority is to meet our community's housing needs by providing decent, safe, maintenance free and independent affordable housing. It is the goal to promote self-sufficiency and quality of life for the elderly, disabled, individuals and families and to provide the community with the highest level of compassion and respect.

The Building Operations Technician II is responsible for a wide variety of skilled and unskilled tasks relating to the upkeep and repairs of 214 rental units located in the City of Merrill. This is a full-time position at 40 hours a week but will be required to be available nights, weekends, and holiday's if On-Call.

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide secondary support to building operations staff for service requests, inspections, and safety procedures. Responsible for the flipping to make ready for next tenant to occupy the unit. Responsible for daily activities including maintenance of multiple apartment complexes, buildings systems, equipment, and related facilities. This person will need basic trouble shooting, maintenance procedures, and recognize when specialized knowledge is needed.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Basic trouble shooting and problem solving, routine maintenance, recognize when specialized knowledge is needed, and other duties may be required and assigned.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Requires thorough knowledge of the principles, practices, and methods associated with building maintenance trades, including construction, electrical, plumbing, HVAC, mechanical, carpentry, and/or custodial maintenance; requires thorough knowledge of the laws, standards, and regulations pertaining to building operations and fire safety; requires thorough knowledge of established safety rules and departmental policies and procedures; requires thorough knowledge of the purpose and safe operation of various tools and equipment used in building maintenance trades; requires general knowledge of the principles of supervision; must be able to plan/direct the work of subordinates, and to effectively lead, motivate, and evaluate assigned staff; must be able to interact tactfully and courteously with the general public; must be able to read gauges and testing instruments; and must be able to work evenings and weekends on a scheduled and/or emergency basis.

Human Interaction: Requires the ability to build a rapport with the general public, tenants, and staff while maintaining confidentiality at all times. Includes the ability to exchange ideas, information, and opinions with others to assist in the formulation of policy and programs.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light to medium work that involves walking or standing virtually all of the time. Exerting between 20 and 50 pounds of force.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, humidity, temperature and noise extremes, fumes, machinery, electric currents, traffic hazards, bright/dim light, or cleaning supplies.

JOB RELATED RESPONSIBILITIES

Apartment Flips: Perform necessary repairs to drywall, flooring, painting, and cleaning to flip unit for rental within 7 – 10 days.

Janitorial: Perform necessary cleaning 3 times a week to common areas, hallways, stair wells, laundry rooms, and restrooms to include washing floors, cleaning toilets and sink, cleaning mirrors, wiping counter tops, vacuuming floors (1st – 7th), monthly carpet shampooing or when necessary, cleaning handrails, sanitizing wash machines monthly, cleaning door handles, and elevator buttons.

Carpentry: Perform necessary repairs to kitchen cabinets, countertops, window screens/glass, door locks/handles and drywall.

Electrical: Perform necessary repairs such as replacement of outlets and light switches.

Plumbing: Perform routine maintenance and repairs not limited to but include water heaters, clear plugged drain lines, replace broken pipes, replace washers, gaskets, faucets, toilets and replace tank parts.

Mechanical: Diagnose and perform routine and necessary repairs to all major appliances, operations of lawn equipment, snow blower, and other power tools as needed.

Inspections: Responsible for organizing, performing and accountable for accuracy of routine inspections of apartments, exterior of buildings and property.

Pest Control: Accompany contractors during monthly and semi-annual pest treatments.

Other Tasks: Perform interior/exterior painting, flooring repairs and installation, lawn mowing, leaf raking, landscaping, debris removal, and snow removal.

Safety: Responsible for creating, maintaining, and enforcing the safety program to keep staff and tenants safe.

Lead-Based Paint: Responsible for attending training regarding lead-based paint and proper handling in these areas.

MINIMUM QUALIFICATIONS

- High school diploma or GED required
- Technical/specialized training or extensive hands-on experience
- 2 years' experience in rental maintenance and/or similar field preferred
- Must be available to respond to 24-hour maintenance emergencies during evening, weekend, and holiday hours based on department rotation.
- Strong written and verbal communication skills to be able to work closely with tenants, staff, vendors, and the community.
- Attention to detail
- Ability to multitask, organized and proficient with computer software.
- Must have a valid class D driver's license.

SALARY AND BENEFITS

Job Type: Full-time hourly 40 hours a week (No overtime)

Hourly wage: Starting at \$17.50 - \$21.00 maximum

Benefits: Eligibility may apply after completion of 90-Day probationary period

- Retirement (State of Wisconsin Retirement)
- Nationwide 457 Deferred Compensation Plan
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Flex Spending
- Paid Holidays
- Paid time off (Prorated based on hire date and received January 1st following hire date)
- Sick hours (Hours start to accumulate after 90 Day probationary period completed)
- Bereavement Leave
- Income Continuation Insurance

Scheduled Hours: Monday – Thursday 6:30am – 3:30pm (30-minute lunch break)

Friday 6:30am – 12:30pm

Employee Signature

Date

The Housing Authority of Merrill Wisconsin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Housing Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.