



## Partners in Housing Partners in Community

Job Title: Maintenance  
Reports to: Maintenance Manager  
Department: Public Housing/Maintenance  
Location: Development AMP  
Status: Non - Exempt  
Salary Range:  
Revision: May 2025

### **General Statement**

Summary: Maintains and repairs physical structures of buildings and maintains grounds

### **Duties and Responsibilities**

#### **Primary Duties:**

Completes written Work Orders or verbal instructions from Supervisor (Maintenance Manager), Team Leader, Property Manager, or other appropriate member of management.

Cuts grass and trims weeds on LMHA's property.

Digs flower beds and plants flowers and constructs decorative flower garden borders from wood.

Cleans internal areas of buildings including buffing, dusting, sweeping, and mopping and washes windows.

Empties trash cans and consolidates trash for weekly pickup. Transports trash and household materials and furniture to off-site dumpsters as required.

Paints interior and exterior walls and trim.

Repairs parking lot and sidewalks with asphalt, cold patching materials and concrete.

Operates snow removal equipment to maintain parking lots and sidewalks.

Maintains and repairs buildings' HVAC, plumbing and electrical systems, including replacing worn or defective parts such as switches and fuses.

## MAINTENANCE

Repairs or replaces building brick, stone and concrete and maintains and repairs wooden parts of buildings.

Maintains and repairs wooden parts of buildings.

Drives LMHA vehicles including but not limited to truck, automobile, van, riding mower, street sweeper, etc.

Replaces work or damaged parts such as hoses, wiring and belts, in machines and equipment such as a truck, street sweeper and riding mower.

Assists with moving furniture and unloading and storing supplies.

Takes photographs of deficiencies and reports those to supervision.

Answers calls and performance maintenance work after regular working hours and on nights, mornings, and weekend hours on the on-call rotation.

Completes work orders and documents materials used, work completed, time spent in writing and/or via technology (e.g., written forms, computer, hand-held phone and/or tablet, etc.)

Utilizes a computer for documenting time worked, requesting leave time and to document other essential functions of the job. Utilizes a telephone, radio, computer, and other technology to perform essential duties of the job.

Performs other duties as assigned.

### **Qualifications**

**Education/Experience:** High school diploma or GED. Possession of a one (1) year maintenance, construction or building trades certificate from college or technical school is desirable. At least six months of building maintenance experience or related experience or equivalent combination of education and experience.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to the tenants of LMHA and the public.

**Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage. Able to draw and interpret bar graphs.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:** Ability to learn computer programs needed for the position.

## MAINTENANCE

Certificates, Licenses, Registrations: Must possess and maintain valid Ohio driver's license and be insurable by LMHA's vehicle insurance carrier; if current driver's license is not from Ohio, must obtain Ohio's driver's license within 14 days of employment.

### **Knowledge, Skills, and Abilities**

Must pass drug/alcohol screen, employment reference, and criminal history background check.

Proficient in Microsoft Word and Outlook email software; working knowledge of Excel helpful.

Ability to become proficient in relevant modules of LMHA's computer software and handheld device for work orders, when available.

Excellent interpersonal and communication skills to facilitate the interaction with the public, residents, and all levels of LMHA staff.

Ability to build and maintain rapport with service providers, government agencies and tenant organizations.

Excellent writing and grammatical skills; ability to work independently within guidelines; and must be able to work flexible hours as needed and directed.

Ability to work with and serve a diverse cultural, ethnic, disabled population and relate to individuals at all socio-economic levels.

Ability to work in a fast-paced environment and prioritize multiple tasks with frequent interruptions.

Exceptional internal and external customer service skills and strong administrative skills.

Requires excellent organizational skills, ability to plan work activities and use time efficiently to meet recurring deadlines.

Ability to pay attention to detail and work accurately on a consistent basis.

Possess mental acuity to make rational decisions through sound logic and deductive processes.

Requires a high degree of motivation and self-direction.

Ability to maintain confidentiality.

Requires the ability to use office equipment such as a computer, fax, calculator, copy machine, multi-line telephone systems.

Ability to speak, read, and/or write Spanish a plus, but not required.

### **Physical Demands/Work Environment**

Physical Qualifications: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl and see, talk, or hear. The employee must frequently lift and/or move up to fifty (50) pounds

## MAINTENANCE

and occasionally lift and/or move up to twenty-five (25) pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the Maintenance job, the employee is frequently exposed to wet and/or humid, hot, warm, and cold conditions; moving mechanical parts; high precarious places; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

### **ADA/EEO Compliance**

The Lorain Metropolitan Housing Authority 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 employees and incumbents to discuss potential accommodations with the employer.