



Housing Authority of the City of Longmont

Announcement: 03/15/22

Position Open Until Filled

Position Title: Maintenance Technician #20220107

Full Time, Benefitted Position, Non-exempt

Hiring Range: \$22.95 - \$25.51/hour

Monday – Friday, 8:00am – 5:00pm, with rotational nights and weekends as an on-call in emergency settings.

Benefits include: Medical, Dental, Vision, Flex Spending, Defined Benefit Pension Plan through Public Employees' Retirement Association (PERA), Life & Survivor, Term Life & AD&D, Long Term Disability, Bereavement, Jury & Witness Duty, FMLA, Military Leave, Sick, Vacation, Holiday pay, EAP, Tuition Assistance. Other benefits: Optional, employee elected, voluntary benefits are available.

Job Summary: Performs preventive maintenance, minor and major building and systems repairs, janitorial tasks, grounds maintenance, and resident unit turns for Longmont Housing Authority's portfolio of section 8, tax credit, and affordable multi-family and senior housing under the supervision of the Regional Property Manager.

Essential Responsibilities

1. Building Maintenance

- Maintains LHA's Impression and Safety Standards throughout the building interiors and exteriors.
- Performs routine maintenance, inspections, repairs or replacement of HVAC units.
- Performs routine maintenance, repairs, or replacement of household gas and electric appliances.
- Performs repairs to electrical systems (breakers, outlets, switches, disposals, lighting, etc.).
- Performs repairs on various plumbing systems (sinks, toilets, showers, pipes, drains, sewers, etc.).
- Performs repairs related to the structure including carpentry and flooring (hardwood, carpet, tile).
- Performs routine inspections and work on roofing, gutters, shingles and downspouts.
- Interior and exterior painting including drywall and siding preparation.
- Staining and finishing of interior and exterior wood surfaces.
- Performs repairs and replacement of windows, screens and doors.
- Performs preventive maintenance on systems throughout the buildings.
- Re-key and replace locks, doorknobs, and dead bolts.
- Completes work orders in a timely manner.
- Organizes and maintains maintenance shop; orders inventory for supply rooms.
- Coordinates outside vendor repairs and inspects their work.
- Maintains LHA owned equipment.

2. Maintenance of LHA Property Aesthetic:

- Maintains and repairs sprinkler systems.
- Shovels snow and applies ice melt as necessary.
- Coordinates outside vendor repairs and inspects their work.
- Maintains LHA owned equipment.
- Maintains LHA's Impression and Safety Standards throughout grounds including lawn, landscape, parking lot and trash surrounds.

3. Apartment Turns:

- Performs unit inspections and makes any repairs needed to meet LHA's Impression and Safety Standards.
- Performs preventive maintenance tasks while apartments are vacant, including changing filters and deep cleaning HVAC units, as well as other stationary equipment; verify mechanical proper sequence of operations.

- Patches, paints and coordinates flooring replacement, repair, or cleaning.
- Notes any non-routine repairs needed and documents if charges to resident are to be made.

4. On-Call Duties:

- Ability to share on-call responsibilities and to arrive on-site within 30 minutes if necessary.

5. Performs other duties as assigned to meet the needs of LHA including, but not limited to:

- Organizes and cleans out storage areas.
- Performs set up and take down for events.
- Moves furniture and office equipment.

Required Qualifications:

Any combination of experience and education equivalent to at least two years of experience in maintenance or construction work. Valid Colorado driver's license. Pre-employment background check and drug screen. Must be able to meet the position's physical requirements.

Desired Experience, Knowledge, and Qualities:

- Skilled in operating a variety of power equipment and hand tools.
- Knowledge of construction, electrical, plumbing, mechanical, carpentry, and landscaping.
- Committed to providing courteous and professional customer service.
- Ability to make sound independent judgments.
- Demonstrated time management and organizational skills.
- Demonstrated punctuality and attendance.
- Knowledge of health and safety standards of residential structures, vehicle operations, and power tools.
- Clear written communication skills for completing necessary paperwork.
- Ability to organize workload based on urgency and efficiency.
- Knowledge of fertilizers, paint, industrial cleaners, pesticides, disinfectants and other potentially hazardous material.
- Proficient computer skills, experience in Windows and Microsoft office with ability to learn new software as needed.
- Ability to demonstrate empathy, compassion and active listening when interacting with residents.
- Knowledge of behavioral de-escalation techniques is a plus.

Physical Requirements:

Frequent standing, walking, repetitive motion tasks, bending, lifting up to 100lbs, climbing on ladders, accessing the roof and crawl space. Must have good vision and hearing to maintain safety of self and residents. Driving between multiple sites and LHA.

DEADLINE: An ONLINE APPLICATION is required. This job is Open Until Filled. The online application process is available for this position on our website at www.longmontcolorado.gov/jobs. Resumes are not accepted in lieu of the City Application. For more information, call (303) 651-8609.

Longmont Housing Authority is an equal opportunity employer and seeks to employ and assign the best qualified personnel in a manner that does not discriminate based on race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or characteristic protected by law.

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