



Position Description

Position Title:	Lead Maintenance	Department:	Asset Management
Reports to:	Site Manager	Approved By:	
FLSA Status:	Non-Exempt	Approved Date:	

Summary

The primary purpose of this position is to maintain FWHA housing sites and grounds. The incumbent coordinates and performs repairs to the interior and exterior of Authority structures, including electrical, plumbing, carpentry, painting, and plastering duties in response to work orders generated by service requests or unit inspections. This position also performs repairs on maintenance equipment as needed.

All activities must support the Fort Wayne Housing Authority (“FWHA” or “Authority”) mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned as needed.

- Responds to work orders submitted by tenants or Authority staff members, and completes all assigned work in a timely manner.
- Monitors projects to ensure compliance with established laws, codes, ordinances, regulations, policies and procedures; trains maintenance technician staff and below as requested.
- Performs carpentry repairs to damaged walls, roofs, woodwork, floors, gutters and downspouts, garage doors, fences, gates, windows, cabinets, doorbells, and interior and exterior doors; replaces fixture if it cannot be repaired.
- Uses brushes, rollers and airless spray equipment to apply the required number of coats of paint, enamel, varnish, lacquer, or other protective or decorative material on a variety of surfaces, including wall and ceiling board, wood, metal, plaster, stucco, concrete, or brick.
- Repairs plaster, patches old plaster, and removes loose plaster in Authority properties.
- Repairs or replaces wiring and parts for electrical outlets, switches, light fixtures, and breaker switches and fuses; checks for and repairs gas leaks.
- Repairs or replaces plumbing fixtures and fittings, including but not limited to: showers, faucets, drains, sewer lines, toilets, sinks, water heaters, and water pumps.
- Conducts daily inspections of FWHA housing and grounds to identify needs; disseminates information among team members.
- Utilizes work order system and ensures that materials, job codes, and labor hours are properly recorded; completes appropriate work order documentation for all maintenance tasks.
- Repairs and maintains ground maintenance equipment and automotive and motorized equipment.



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- Orders maintenance supplies; maintains inventory and returns equipment and unused supplies to storage.
- Performs after-hours emergency service on a scheduled or rotating basis. Promote FWHA brand awareness by adhering to FWHA brand standards and ensure that any communication regarding the public value of affordable housing programs offered by FWHA also addresses the many other public values served (fair housing, economic development, welfare-to-work, etc.)
- Performs other duties as assigned.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment & decision making in accordance with level of responsibility.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition

Professional Behavior: Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; and does fair share of work

Reliability & Judgment: Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Agency expectations. Performs work in a reliable manner that is both accurate and timely.



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Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed

Education and/or Experience

High School diploma or GED equivalent and a minimum of 3 years' experience in construction or building maintenance, or vocational training focusing in carpentry, plumbing, and electrical repairs. An equivalent combination of education and experience may be considered. Must possess a valid Indiana driver's license and be insurable under the Authority's plan.

Technical Skills

To perform this job successfully, the employee should be able to successfully operate a variety of applicable hand-held tools and devices. Must have the ability to learn other programs as required by assigned tasks.

Physical Demands

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.

To perform this job successfully, the employee is frequently required to travel to various Authority properties to perform maintenance work. Daily movements include sitting; standing; reaching and grasping; operating handheld tools and other machinery; moving about the properties; and attending onsite meetings and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 50 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.

Position generally works at Authority properties, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud and the environment may be more hazardous than a standard office environment. This position may be required to work with contractors as well as Authority residents.



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Read and Acknowledged

Employee Signature

Date

Employee Name [printed]

Approval of Appointing Authority

Date