

BOULDER HOUSING PARTNERS
Position Description

POSITION TITLE: MAINTENANCE TECHNICIAN I **PAY GRADE:** BHP -2

DEPARTMENT: Maintenance

POSITION STATUS: Non-exempt

MAINTENANCE DEPARTMENT MISSION:

To support the day-to-day maintenance operations for Boulder Housing Partners with the goal of providing excellent customer and risk management service to residents, staff, and properties.

OVERALL JOB OBJECTIVE:

Under limited supervision, assists higher classified maintenance technicians to perform a variety of semi-skilled mechanical, electrical, plumbing, carpentry, and miscellaneous building maintenance tasks in the areas of maintenance, construction, and equipment operation for Boulder Housing Partners' properties and facilities. This position participates in periodic On-Call rotation and performs related duties as required.

DUTIES AND RESPONSIBILITIES:

1. Under limited supervision, assists in performing a variety of semi-skilled maintenance and repair tasks on Boulder Housing Partners' (BHP) properties and units, HVAC equipment, electrical systems, plumbing, and appliances. This includes basic troubleshooting systems, performing simple preventive maintenance on equipment, and minor repair work on plumbing, electrical systems, and building structures.
2. Performs a variety of interior and exterior painting, drywall repair, and carpentry on Boulder Housing Partners' property and units.
3. Assists Boulder Housing Partners Maintenance Technicians II and III, and/or contract repair persons (equipment mechanics, electricians, and plumbers) in a variety of maintenance and repair functions. This includes working on Boulder Housing Partners' units, structures and grounds, as well as mechanical, electrical, plumbing, heating, or related systems and equipment.
4. Performs irrigation, landscaping, snow removal, and other related duties as necessary to maintain the Boulder Housing Partners' properties. Snow removal on-call duty is required on weekends and holidays. Overtime may be required on shifts determined by management.
5. Uses tools and equipment in the performance of maintenance tasks including hand tools, power tools, electrical test meters and similar diagnostic tools, long-handled tools, welders, bench grinder and drill press, floor sander, grounds keeping equipment, and BHP vehicles.
6. Follows set procedures for record keeping and completes relevant paperwork. This includes work orders and purchase orders.
7. Interacts with residents using good communication, and customer relations skills at all times.
8. May need to work after hours to assist Maintenance Technician II and III with the response to health, safety, or security risks at Boulder Housing Partners' sites.
9. This position participates in the Boulder Housing Partner's 24-Hour Emergency Maintenance System. This requires being on 24 hour-call for seven days in a shop rotation. This includes responding to emergency maintenance requests for units and buildings that may involve safety, life threatening, or security risk requests by residents, managers, and fire or police department. System requires quick response and ability to make dependable independent decisions. Over time may be required on shifts determined by management.
10. May work with seasonal, temporary, or volunteer employees.

11. Remains generally alert to conditions and events occurring at Boulder Housing Partners' properties and anticipate needed repairs.
12. Performs related duties as required by management to meet the needs of the BHP.
13. Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Work in all environments applying universal precautions in all daily routines due to medical hazards confronted within residents' units. Responsible for the safety of self, others, materials, and equipment. Uses all required safety equipment.
14. Regular, predictable attendance is an essential function of this job.

Generally, duties and responsibilities are listed from most to least critical or time consuming.

Boulder Housing Partners is committed to hiring employees who provide good customer service; our employees communicate courteously and responsively and provide effective and efficient service to the public and co-workers.

CHAIN OF SUPERVISION:

- (1) TITLE OF IMMEDIATE SUPERVISOR: Maintenance Supervisor
- (2) TITLE(S) OF POSITION(S) OVER WHICH THIS POSITION COORDINATES: on occasion, coordinates community service workers or BHP volunteers.

MACHINES AND EQUIPMENT USED IN WORK INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

See the above description for machines and equipment used in work but is not limited to.

REQUIREMENTS:

Building maintenance and repair experience, including demonstrated general working knowledge of carpentry, plumbing, electrical, HVAC, and mechanical systems and equipment. Ability to perform minor troubleshooting. Previous stable and successful work history. Proven ability to follow set procedures for record keeping and complete relevant paperwork. Ability to work in an outdoor environment, in and around equipment, in areas of limited access, and confined spaces requiring standing, walking, bending, and kneeling. Ability to operate a variety of long handle, manual, and power tools and equipment. Upper body strength to lift and carry equipment and supplies as needed. Visual acuity and manual dexterity in using tools and testing/calibrating equipment. Ability to utilize all required safety equipment. Ability to work with limited field supervision. Ability and willingness to take additional related training offered by Boulder Housing Partners which may be required by state or federal regulations. Valid Colorado driver's license and acceptable motor vehicle record. Acceptable background information, including criminal background history.

DESIRED QUALIFICATIONS:

Good communications skills. Ability to interact with diverse tenant population. Completion of trade school or formal apprenticeship training program in one or more general building trades. Bilingual and/or proficient in Spanish.

WORKING CONDITIONS:

Physical Demands: This is a moderate to heavy labor position, requiring significant physical exertion to perform job duties. Requires the ability to lift up to 60 pounds. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and fingers to handle or feel, and reach with hands and arms. The employee is required to stoop, kneel, crouch, crawl, lift, carry, walk and stand. Frequent hand/eye coordination to operate tools and equipment; vision for reading, recording and interpreting information; speech communication and hearing to maintain communication with staff and vendors.

Work Environment: While performing the duties of this job, the employee is exposed to moving mechanical parts, outside weather conditions for Colorado, risk of hot water, air and open flame burns, and risk of electrical shock. Work may involve the risk of medical hazards and use of universal precautions and personal protection equipment. Work may be performed alone during non-traditional hours while assisting Maintenance I and II positions including evenings, early mornings, weekends and holidays. Work may be performed in or around a standard residential environment, an industrial environment, or around buildings with heavy public use. The noise level in the work environment may range from light to heavy with use of power equipment. Work will be performed in indoor and outdoor environments, in and around equipment, in areas of limited access, confined spaces, heights, and unsanitary conditions.