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Maintenance Technician

Description

This is a full-time entry level maintenance position. The HRA is looking for a self-motivated person who is thorough, reliable, mechanically inclined, can problem solve, can work well independently and as a member of a team, has the ability to work well with a diverse population and a strong interest in customer service. Prior housing experience is a plus.

Duties and responsibilities

Performs custodial/janitorial work.

1. Performs required tasks to maintain buildings and grounds in a safe and sanitary condition.
2. Conduct daily inspections of assigned building, grounds and equipment; identify and report any repairs or hazards.
3. Perform routine maintenance and repairs as directed.
4. Assist in the preparation of units for re-rental.
5. Document and respond to service calls as assigned.
6. Maintain grounds throughout seasonal changes: lawn care, landscaping and snow/ice removal.
7. If assigned, monitor boiler operations per state regulations. Perform needed boiler repairs and adjustments immediately.

Develops and maintains effective working relationships.

1. Develops and maintains good working relationships with HRA staff, residents and the public.
2. Explains procedures, respond to inquiries and assists in resolving issues, complaints and/or refers to appropriate staff.

Performs other duties as assigned.

Note: The above is illustrative of the descriptions of the general nature and level of work being performed by people assigned to this job. It is not intended to be inclusive of all responsibilities, duties, and skills required for this position. Any information acquired through employment at the Housing & Redevelopment Authority of Duluth is to remain confidential.

Knowledge, skills and abilities necessary for success include:

1. Knowledge of general building safety and maintenance skills.
2. Knowledge of and ability to properly use: maintenance tools, equipment and supplies.
3. Knowledge of applicable laws and regulations regarding privacy and confidentiality and the ability to implement laws and regulations.
4. Ability to understand and carry out oral and written direction.
5. Ability to express information and instructions clearly whether by phone, correspondence or personal contact; keep accurate records.
6. Ability to work independently, organize workload and manage time

Hiring organization

Duluth HRA

Anticipated Starting Date

ASAP

Base Salary

\$ 21.73 - \$ 25.01

Date posted

04/19/2024

Accepting through:

06.03.2024

applications

effectively.

7. Ability to exercise good judgment, perform work in a courteous and diplomatic manner and establish and maintain harmonious working relationships.
8. Ability to work effectively with people of all social and economic backgrounds.

Wages and benefits:

The HRA offers a competitive wage starting at \$21.73/hr. The benefit package, in the current contract, includes health, dental, flexible spending plan, life insurance, long term disability insurance, vacation, holiday, personal, and sick leave, as well as an employer paid retirement plan.