



Rogersville
Church Hill
Rutledge

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Maintenance Employee

Reports to:

Maintenance Supervisor and/or Executive Director

Qualifications:

- High school diploma or general education degree (GED).
- Experience in building and mechanical equipment use, maintenance and repair.
- Good skill in the safe use of hand and power tools.
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, fractions and decimals.
- Possession of a valid driver's license is required at time of appointment and during employment.
- Ability to communicate with tenants, Rogersville Housing Authority employees, and other individuals in a respectful manner.
- Skill level based on individual knowledge and/or certification determined by the Maintenance Supervisor and Executive Director.

Purpose Statement:

All positions in this department are to ensure the facilities are kept within state and local guidelines and to maintain proper function of the facilities and equipment.

Essential Duties and Responsibilities:

Duties and responsibilities include the following. Other duties may be assigned.

- Operate and maintain zero-turn lawnmower, weed eater, leaf blower, and any other grounds equipment needed without immediate supervision.
- Performs minor repair, major repair, and preventative maintenance on buildings and equipment which may include repairing, replacing, or installing windows, doors and door locks, checking fluid levels, changing filters, replacing broken parts, etc.
- Complete and maintain maintenance records for scheduled maintenance and repairs as required.
- Install/maintain electrical wiring and equipment, new electrical services, wiring during remodeling projects, and replace/repair wiring as needed.
- Assist with renovation/remodeling of building units including plaster/drywall repairs, painting, custodial duties, etc.
- Repair/replace water lines, commodes, sinks, showers, drains, and other plumbing needs.
- Repair and maintain roof leaks.
- Assist in snow removal, mowing, tree/shrub trimming as required.
- Must follow all Rogersville Housing Authority rules and procedures.
- Perform other duties as assigned.

Capacity and Ability Requirements:

Employees are required to perform the physical demands described here representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel; crouch; crawl; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include, close vision, distance vision, color vision and depth perception. The employee will often be required to work with limited supervision and work cooperatively with others. Ability to apply common sense approach/understanding to carry out detailed but uninvolved written or oral instructions that arise and deal with problems involving a few concrete variables in standardized situations.

Terms of Employment:

Employees are considered employees-at-will. Pay will be based on hours worked for each pay period.

A potential employee may be required to complete a background check, drug screen, and department of motor vehicles (DMV) check.

Note: This job description contains wording of a general class of positions within the Maintenance Department of the Rogersville Housing Authority. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this department.



The Rogersville Housing Authority is an Equal Housing Opportunity. No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, sexual preference, gender identity or disability be excluded from participation in, be denied the benefits, or be otherwise subjected to discrimination under the Rogersville Housing Authority's programs.