

Mount Desert Island and Ellsworth Housing Authorities

80 Mount Desert Street
PO Box 28
Bar Harbor, Maine 04609
Phone 207-288-4770 | Fax: 207-288-4559 | TTY 207-288-4770

Job Title: Maintenance Technician

Reports To: Under the supervision of the Director of Facilities

Job Summary:

Maintenance staff perform a variety of routine maintenance and repair tasks for residential units, buildings, grounds, and equipment. Job duties include a wide variety of interior and exterior repairs including electrical, plumbing, painting, light carpentry, snow removal, grounds work and general property maintenance. Work items include routine maintenance as well as emergency repairs. Performs after-hours emergency service on a scheduled or rotating basis.

Summary of essential job functions:

- Perform "make-ready" duties on vacant units; accomplish work in an efficient manner and within appropriate expected time frame
- Perform preventative maintenance, and conduct necessary repairs on buildings to keep them in good condition
- Perform emergency and after-hours work as necessary and / or required
- Maintain grounds for all properties owned or managed by the Authorities
- Repair / replace plumbing fixtures
- Perform minor electrical repairs
- Perform minor fixes such as repairing broken locks, filling gaps on walls etc.
- Install appliances and equipment, including removal and disposal of old appliances
- Perform garden / yard upkeep by mowing lawn, collecting trash etc.
- Conduct snow removal, including plowing and hand shoveling
- Conduct maintenance tasks such as replacing light bulbs
- Inspect and troubleshoot equipment and systems (e.g. heating systems)
- Check functionality of safety systems (e.g. fire extinguishers)
- Collaborate with workers and other professionals during renovations
- Perform thorough clean-up of work area including removing drop cloths, masking paper and tape, and replacing fixtures, covers, and plates
- Report to a facilities or maintenance manager for issues



Position Requirements and Qualifications:

- Must possess a valid Maine driver's license, a good driving record, and be insurable under the Housing Authorities' insurance plan
- Must maintain confidentiality in all assignments
- Ability to accept and/or implement change(s) as they occur, i.e., regulations, policies, organizationally, etc.
- Ability to follow instructions
- Ability to be flexible and perform work under time pressure and deadlines
- Ability to express him/herself clearly and concisely, both orally or in writing
- Must have the physical strength and agility to safely perform all operations of the department in an efficient and economical manner; job requirements include shoveling snow, climbing ladders, lifting, pulling, and pushing heavy objects weighing up to 75 pounds on a regular basis
- Must be able to use power and hand tools
- Must be able to drive garden tractor and truck with and without snow removal equipment
- Basic knowledge of plumbing and electrical
- Must be able to use brushes, rollers, and airless spray equipment to apply paint on a variety of surfaces
- Must be able to work irregular hours, as a result of weather conditions, special events, or emergencies
- Will be required to be on call, on a rotating basis
- Willingness to work cooperatively with all Authority personnel and residents, and to relate to and interact with a diverse group of people, to include people of all ages, and socio-economic backgrounds
- Maintain cooperative, positive working relationships with other employees and tenants
- Willingness to go for training as it relates to his/her job

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the Company reserves the right to modify, add or remove duties and assign other duties as necessary.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed on this job description) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

Employee's Signature

Date

Manager's Signature

Date