

Northern Ponca Housing Authority

POSITION DESCRIPTION – Maintenance Technician (Omaha)

Reports To: Maintenance Manager

Department: Maintenance

Status: Non-Exempt

Salary Range: GS 6/7 (\$14.03 - \$20.26/hr)

Summary & Scope of Position: The Maintenance Technician (MT) is responsible for maintaining NPHA residential units. The Maintenance Technician carries out the duties and tasks necessary to complete each maintenance work order. This position requires a working knowledge of use of construction tools and maintenance techniques. The position requires daily travel to residential units and interaction with tenants within the NPHA service area. The Maintenance Technician must be capable of using of independent judgment, tact and diplomacy. The Maintenance Technician is responsible for providing high quality customer service and timely completion of all assigned projects and tasks.

Primary Responsibilities:

1. Performs the maintenance of residential units
2. Cleans and prepares residential units for occupancy
3. Certifies the completion of work orders and provides timely reports on completed tasks & projects
4. Accounts for and maintains an inventory log of all tools, equipment, materials and fixtures
5. Notifies the Maintenance Manager when damage of property has occurred to residential units
6. Handles emergency maintenance problems
7. Demonstrates home safety and maintenance practices to tenants and homeowners
8. Performs required maintenance record keeping and inventory control duties
9. Trouble shooting and repair of mechanical systems, appliances, windows, doors & utilities
10. Performs seasonal maintenance activities
11. Procures supplies, materials and services for maintenance repairs
12. Schedules and performs maintenance work in an efficient, cost effective and expeditious manner
13. Follows policies and procedures
14. Responds to customer service complaints, suggestions and other communications
15. Works to assure tenant satisfaction and compliance with NPHA policies
16. Works to develop a “best practices” approach to housing maintenance services
17. Perform other duties as assigned

Requirements and Qualifications:

1. High school diploma or its equivalent
2. 2-5 years of experience in maintenance and residential rehabilitation construction
3. Must be able to work with little or no supervision
4. Has a knowledge of the use of appropriate tools, materials, equipment and practices
5. Must establish and maintain a positive working relationship with tenants and NPHA staff
6. Must be sensitivity to the American Indian traditions, customs and socioeconomic conditions
7. Must have as a valid Nebraska Driver’s License and be insurable throughout the duration of employment

IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.

Applications will be accepted until the position has been filled.

To apply, please contact the NPHA office at 800-367-2320 or npha@poncahousing.org for an application. Resumes, letters of references, copies of certificates and other supplemental information are encouraged to be submitted with the mandatory application.