Title: Maintenance Aide  
Supervisor: Lead Maintenance  
Classification: Non-Exempt  

Duties and Responsibilities

Responsible for maintaining Authority offices, dwelling and non-dwelling facilities and grounds in a clean and orderly manner. Performs a variety of unskilled tasks involving cleaning and maintaining buildings and grounds. Specific duties include the following.

Maintains grounds by picking up litter, watering grass and plants, sweeping sidewalks and parking lots, mowing, weed eating and edging lawns, raking up leaves and cultivating shrubs and flower beds. Also trims and removes trees that are safety hazards.

Identifies and removes graffiti from Housing Authority properties promptly.

Assists in cleaning vacant dwelling units for re-occupancy, including appliances and equipment, ensuring the vacant unit is turned within 20 days or less.

Maintains floors by sweeping, mopping, waxing, polishing, shampooing and vacuuming carpets in all areas of buildings, including the GHA Activity Learning Center, lobbies and hallways.

Washes dishes, cleans and disinfects restrooms and water fountains and replenishes restroom supplies in maintenance and other Housing Authority offices daily.

Empties waste baskets and disposes of trash and refuse. Puts out resident trash cans on trash days and returns to the proper resident.

Checks and changes light bulbs, fuses, washers, and air conditioner and furnace filters.

Performs preventive maintenance and upkeep on maintenance equipment.

Paints/touches up damaged walls and woodwork relating to development interiors or exteriors.

Maintains playgrounds by weeding, raking, replenishing fall zone materials, and ensuring all playground equipment is operational and safe.
Dusts and polishes furniture, woodwork and shelving.

Distributes notices to residents.

Reads electric meters.

Monitors community service workers, and volunteers.

Assists by making minor electrical, plumbing and carpentry repairs, such as replacing outlets and doorknobs.

Arranges conference rooms for meetings.

Hauls appliances to recycling points and hauls raw construction materials (sand, gravel, asphalt, etc.) to sites.

Responds to public inquiries and interacts with others in a courteous manner; provides information within the area of assignment; resolves complaints and interacts with residents in an efficient, timely, and courteous manner.

Performs other duties as assigned.

**Qualifications and Knowledge**

High School graduate or GED. One year experience in cleaning and maintenance of public buildings, apartment communities, and grounds, or an equivalent combination of education and experience.

Able to operate a large dump flat bed.

Good knowledge of techniques, methods, materials, and equipment used in maintaining buildings and grounds.

Some knowledge of minor building repair and maintenance of plumbing, heating, cooling, and electrical systems.

Ability to understand and follow simple instructions.

Skills in use of various building and grounds maintenance tools and equipment (lawn mower, edger, weed eater, buffer, vacuum cleaner, hand saw, and electric drill).

Ability to perform moderately strenuous physical activity.
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Ability to establish and maintain effective working relationships with other employees and residents.

Ability to understand and communicate in Spanish and English.

Valid Texas driver's license.

Eligibility for coverage under Authority fleet auto insurance.

Supervision Received and Given

The employee receives instructions from the Housing Lead Maintenance Supervisor. Generally, methods of accomplishing assignments are limited and within established procedures. Deadlines and priorities are generally set by the supervisor and the employee's progress is monitored regularly. The employee's work is reviewed generally for neatness and completeness.

Responsibility for Monies and Property

Responsibility for Confidential Matters

Guidelines

All guidelines are generally oral and supplement established procedures. If a situation not covered by guidelines arises, the employee consults the supervisor for guidance.

Complexity

The employee performs a limited number of tasks that are routine in nature and require little personal judgment or decision-making. Instructions to the employee are detailed and specific. The course of action open to the employee is clear-cut and specific.

Scope and Effect

The employee's work primarily affects the Authority's grounds and dwelling and non-dwelling facilities. If accomplished properly, work efforts enhance the overall appearance of the developments and the surrounding community.

Personal Contacts

The employee's personal contacts are with other employees and residents. Contacts primarily concern work assignments.
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Physical Demands

The employee is required to operate some hand and power tools and equipment. Physical activity can be strenuous and may involve prolonged standing, walking, reaching, bending, crouching, stooping, and lying prone. The employee uses arm strength to manipulate hand tools. The employee must occasionally push, pull, and/or lift objects up to and over 40 pounds.

Work Environment

The employee works both indoors and outdoors and is exposed to weather extremes. Employee may occasionally be subject to electrical shock hazards, dangerous heights, heavy machinery, dangerous chemicals, and skin irritants (e.g. cleaning solutions, solvents, and insecticides). The employee uses goggles, gloves, safety boots, and other safety equipment when required.