

## FARGO HOUSING & REDEVELOPMENT AUTHORITY

### **JOB DESCRIPTION**

**Job Title:** Building Maintenance (Lashkowitz High Rise)  
**FLSA Status:** Non-Exempt  
**Reports To:** Project Manager, Lashkowitz High Rise  
**Supervision Exercised:** None

**Job Purpose:** Responsible for operation and maintenance of building, grounds and equipment of Lashkowitz High Rise to promote the mission of the FHRA.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- A. Ensure the operation and maintenance of all project building equipment.
  1. Check and maintain operations of boilers, generator, ventilation and A/C systems, fire alarms, sprinkler and fire pumps.
  2. Responsible for thorough inspections of boilers, generator, ventilation and A/C systems, fire alarms, sprinklers and fire pumps semi-annually.
  3. Inspect property to assure compliance with security, liability and energy conservation on a daily basis.
  4. Identify and report to the Project Manager major repairs which would impact the building, grounds and equipment as needed.
  5. Accompany various service vendors as requested.
  6. Perform and track preventative maintenance on equipment in accordance with manufacture's recommendations.
  7. Comply with record keeping requirements for preventive and corrective work orders, inventory control, purchase order and OSHA on an on-going basis.
- B. Perform maintenance items of rental units.
  1. Refurbish vacant units prior to move-in or as scheduled.
  2. Perform pest control in rental units and common areas on an ongoing basis.
  3. Complete work orders as assigned.
  4. Participate in on-call schedule for after-hours emergencies.
  5. Maintain onsite inventory control and ensure best use of materials/supplies on an ongoing basis.
  6. Ensure that all snow removal and grounds care is done on a consistent and as needed basis.
  7. Assist project manager or purchasing manager with product specifications on an ongoing basis.
  8. Inform project manager of resident lease violations, concerns, dangerous conditions, etc.
  9. Perform custodial duties at Lashkowitz High Rise.
  10. Sweep, mop, vacuum, empty garbage and clean windows in common areas as needed.
  11. Take out garbage and keep garbage area clean as needed.
  12. Shampoo and remove stains from all carpeted areas using carpet cleaner as needed.

13. Strip, wax, and buff all common area tile or linoleum as needed.
14. Clean public bathrooms and tub rooms (on resident floors) including floors, walls and fixtures as needed.
15. Show a demonstrated interest in FHRA's mission.
16. Adhere to FHRA's Core Values.
17. May perform other duties as assigned to promote the FHRA mission.

### **MINIMUM REQUIREMENTS**

Education: High school diploma or GED; two-year tech school degree in HVAC, carpentry, electrical or related field; or a combination of education and experience required to perform job duties as described.

Experience: Two years practical maintenance work experience. Special Boilers license preferred or the ability to obtain one.

Have a valid driver's license and proof of automobile insurance coverage.

Must pass criminal background investigation and driving record review

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of HVAC equipment, carpentry, refurbishing, mechanical, landscaping, light plumbing, light electrical and cleaning. Ability to organize and maintain records. Working knowledge of janitorial products, equipment and job safety. Ability to establish and maintain working relationships with co-workers, residents, and general public.

Equipment operated: Electronic test equipment, pneumatic controls, electric welder, chemical testers, buffer, carpet shampooer, hand and electrical tools, power tools, lawn care equipment.

### **PHYSICAL/ENVIRONMENTAL REQUIREMENTS**

Vision, communicate clearly, hear, reach with hands and arms, use hands to finger, handle or feel, walk, stand, stoop, kneel, crouch crawl; sedentary work exerting up to 100 pounds of force occasionally. Work in various indoor-outdoor conditions. Work near moving or mechanical parts. Work requires exposure to toxic or caustic chemicals, fumes, noxious odors, dusts mists, gases and poor ventilation which may affect the respiratory system, eyes or skin.

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