

FARGO HOUSING & REDEVELOPMENT AUTHORITY

JOB DESCRIPTION

Job Title: Building Maintenance (Scattered Sites)
FLSA Status: Non-Exempt
Reports To: Project Manager, Scattered Sites
Supervision Exercised: None

Job Purpose: Perform a variety of interior/exterior custodial, maintenance, and painting assignments which sure curb appeal and general cleanliness of scattered site housing rental units. Responsible for maintenance of building, grounds and equipment of FHRA properties which promotes 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. Inspect property to assure compliance with security, liability and energy conservation daily.
 3. Identify and report to the Project Manager major repairs which would impact the building, grounds and equipment as needed.
 4. Accompany various service vendors as requested.
 5. Perform and track preventative maintenance on equipment in accordance with manufacture's recommendations.
 6. 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. Paint and refurbish vacant units prior to move-in or as scheduled.
 2. Complete work orders as assigned.
 3. Participate in on-call schedule for after-hours emergencies.
 4. Maintain onsite inventory control and ensure best use of materials/supplies on an ongoing basis.
 5. Ensure that all snow removal and grounds care is done on a consistent and as needed basis.
 6. Assist project manager or purchasing manager with product specifications on an ongoing basis.
 7. Inform project manager of resident lease violations, concerns, dangerous conditions, etc.
 8. Participate in "on call schedule" for after-hours emergencies.
- C. Perform custodial duties at scattered site housing rental units using learned skills daily.
 1. Complete preparation of vacant units that includes cleaning appliances, walls, windows, all floor surfaces, waxing, stripping, buffing, sweeping, and vacuuming.
 2. Change light bulbs and clean fixtures to ensure adequate lighting is maintained in vacant units as needed.
 3. Ensure that interior/exterior of unit is free of any debris.

4. Comply with record keeping requirements for preventive and corrective work orders, inventory control, purchase orders and OSHA on an ongoing basis.
- D. Perform painting duties at scattered site housing rental units.
1. Assess painting requirements, material needs and schedule recommendations with Project Manager.
 2. Prepare and paint surfaces as assigned including patching holes, taping, texturing and hanging sheet rock. Remove outdated window boards and patch resulting holes.
 3. Identify and report needed repairs to Project Manager.
 4. Clean tools and store materials in accordance with FHRA standards daily.
 5. Maintain inventory control of services vehicle and ensure best use of materials/supplies on an ongoing basis.
- E. Show a demonstrated interest in FHRA's mission.
- F. Adhere to FHRA's Core Values.
- G. 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 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.