

BUILDING AND GROUNDS TECHNICIAN

DATE: September 2021

DEPARTMENT: Maintenance

This position is: FULL TIME

REPORTS TO: Working Maintenance Supervisor

NON-EXEMPT

SUPERVISES: None

UNION

Starting salary: \$34,320

PURPOSE:

Under supervision, performs a variety of skilled and semi-skilled duties related to corrective and preventive maintenance, repairs and restorations of Authority sites, housing and facilities. Tasks include building repairs, boiler repairs and maintenance, cleaning, landscaping, moving appliances and heavy manual labor.

I. ESSENTIAL TASKS OF THE POSITION

- A. Performs semi-skilled tasks associated with the troubleshooting, repair and maintenance of building systems.
1. Performs basic plumbing, electrical, carpentry, masonry, plastering, sheet metal, stem fitting, glazing, mechanical and painting functions
 2. Troubleshoots boiler problems, performs boiler repairs and maintenance.
 3. Operates a variety of hand and power tools and testing and measuring equipment to troubleshoot problems with building systems and to install, repair, and maintain buildings and building systems.
 4. May perform routine vehicle maintenance functions; changes lubricants, refuels, and does light maintenance work or engine repair on Authority equipment and vehicles.
 5. Analyzes building system problems and determines source(s) of malfunction. Makes necessary repairs. May provide technical guidance and instruction to other maintenance repairers.
 6. Fires and maintains low pressure boilers. Familiarizes self with the normal operations of blowers, motors, regulators and reports promptly any that are not operating normally.
 7. Repairs, replaces and maintains electrical switches, meters, outlets, light fixtures, fuses, wall plates, fixture cords and related electrical fixtures and equipment.
 8. Installs, repairs, maintains plumbing fixtures, washers, gaskets, pipes, valves, controls and related equipment; clears blocked water and sewer lines.
 9. Makes general service repairs, including electric and gas appliances.
 10. Erects simple forms, mixes cement and aggregates, pours, and does the finishing work involved in concrete structures. Patches and repairs brick and concrete structures.
 11. Prepares for painting; removes or covers furniture and appliances, repairs damaged plastered walls and ceilings, prepares wall and ceiling surfaces, and paint utilizing brushing and rolling equipment.
 12. Performs general sheet metal work involved in repairing roofs, drain boards, and rain spouts.
 13. Repairs roofs, fences, doors, floors, and assists as necessary on building construction repair and maintenance projects.
 14. Measures, saws, and lays sub-flooring; tile, finish flooring, carpet and linoleum, and stairs.
 15. Installs doors and window frames and exterior trim; hang doors, install window sashes, replace broken glass, re-putty.
 16. Operates paint spraying equipment to paint lines on parking lots.

17. Prepares and submits required records of activities and reports needed repairs to supervisor.
 18. When assigned to senior towers, serves as building security officer during normal work shifts; performs security functions including locking doors and windows, turning lights and other utilities off when not in use, reporting fire and safety hazards as required.
 19. In the course of performing maintenance or repairs, observes work surroundings, noting deficiencies, repairs needed, vandalism, and/or evidence of lease violations or criminal activity and reports same to appropriate personnel.
 20. Responds to after hour emergencies on a rotating basis or as assigned.
 21. Ensures work is performed in compliance with codes and applicable safety rules and regulations.
- B. Performs unskilled tasks in the maintenance of properties and grounds.
1. Cleans units before and after vacancy, removes trash, washes/vacuums floors, cleans windows, walls, floors and fixtures. Removes old wax, applies new wax.
 2. Mows and rakes lawns, weeds, removes and trims trees, prunes shrubbery, water plants/lawns and fertilizes grounds, assuming responsibility, under direction, for the safe, sanitary and attractive maintenance of grounds and common areas within assigned locations.
 3. Plows, shovels, sands and removes snow and ice.
 4. Lifts, loads, and moves heavy objects, stoves, refrigerators, furniture, building materials and supplies.
 5. Sweeps and picks up common areas, parking lots and grounds.
 6. Drives Authority vehicles delivering/removing supplies, materials and trash.
 7. Excavates trenches and holes in preparation of other work.
 8. Performs custodial tasks throughout agency properties, common areas (community rooms), halls, offices and maintenance shops.
 9. Uses a variety of hand and power tools and implements for custodial and grounds work.
 10. Cleans tools and equipment.

II. SECONDARY POSITION TASKS

- A. Performs other duties as assigned.
- B. Works on, researches and completes special projects as assigned.

III. POSITION REQUIREMENTS AND QUALIFICATIONS

A. EDUCATION LEVEL:

1. High School diploma or equivalent educational experience.
2. Specialized knowledge of the building trades.

B. EXPERIENCE IN RELATED FIELD:

1. One to five years of related maintenance of housing sites and facilities.

C. UNIQUE EXPERTISE/CERTIFICATION/REGISTRATIONS:

1. New Jersey license unrestricted except for corrective lenses and automatic transmission.
2. Low Pressure Fireman's License issued by the New Jersey Department of Labor and Industry ("Black Seal" License) shall be attained within first 12 months of employment.
3. Ability to maintain confidentiality in all assignments as mandated.
4. Ability to work independently as well as cooperatively with associates and representatives of other governmental and private agencies.
5. Ability to relate to and interact with elderly and family residents in low and moderate income housing settings.

6. Sensitivity to the needs of persons of diverse social, cultural and economic backgrounds is essential.
7. Ability to be flexible and perform work under time pressure.
8. Considerable knowledge of public housing standards and housing quality standards inspection.
9. Ability to give direction to other (new/inexperienced) staff in the area of specialty.
10. Ability to read and understand instructions, diagrams or other schematic instructions.
11. Understanding of the tools, materials and technical terminology commonly associated with building construction, renovation or maintenance.
12. Knowledge of occupational safety precautions, hazards and OSHA requirements pertaining to maintenance/construction operations.
13. Ability to answer inquiries from residents/staff/supervisors.
14. Ability to understand, remember, and carry out oral and written directions.
15. Ability to learn quickly from oral and written explanations and from demonstrations.

D. WORKING CONDITIONS

1. Environmental parameters:
 - a. Ability to work in a public housing environment (bathrooms, boiler rooms, elevators and close areas) in all weather conditions (hot, cold, humid, dry, wet).
 - b. Ability to work with grass, weeds and pollen.
2. Physical demands:
 - a. Strength: ability to occasionally lift up to 50 pounds
 - b. Strength: ability to lift or push up to 100 pounds, or in excess of, with the use of proper equipment and/or assistance.
 - c. Type: physical work ability. Ability to lift, carry, push pull or otherwise move heavy objects. Work involves walking, bending, crawling, reaching, standing and driving for long periods of time.
 - d. Ability to work in environment which may include: fumes, odor, gases, chemicals, dust, moisture, sewage, insect or rodent infestation, less than desirable housekeeping, as well as decibels in the range of 30-65 db.
 - e. Ability to work heights on ladders, staging and scaffolding.

E. WORK SCHEDULE

1. Ability to work 40 hour week.
2. Must have the ability to work flexible hours including ability to be on-call 24 hours a day including nights, weekends, holidays and overtime as assigned.

F. EQUIPMENT USED

1. Competency in use of power and hand tools and equipment associated with buildings maintenance operations including snow plows, landscape equipment, machinery, ladders, staging and all protective devices.

IV. APTITUDE REQUIREMENTS

A. COGNITIVE:

1. Analytical
 - i. Ability to apply principles of logical thinking, to define problems.
 - ii. Ability to collect data, establish facts and draw valid conclusions.
 - iii. Ability to interpret a variety of technical instructions.
 - iv. Ability to solve practical problems.

- v. Ability to interpret a variety of instructions furnished in written, verbal, diagrammatic or schedule form.
2. Communication:
 - a. Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position. Communication may include such forms as American Sign Language or Braille.
 - b. Ability to record and deliver information, to explain complex procedures to others.
 - c. Ability to speak distinctly and listen carefully in order to communicate effectively on all levels.
 - d. Ability to answer inquiries from others including residents/public.
 - e. Ability to converse with disgruntled residents and the general public.
 - f. Ability to complete reports with proper format, punctuation, spelling and grammar.
 - g. Ability to understand safety rules, warnings and instructions in the use and maintenance of properties and equipment.
 - h. Ability to follow and give verbal and written orders, directions or instructions.
 - i. Ability to answer inquiries from residents/public that may possess handicaps or disabilities.
 - j. Ability to converse with disgruntled residents and the general public.
 3. Mathematical:
 - a. Ability to deal with a system of real numbers.
 - b. Ability to use practical application of fractions, percentages, ratios and proportions.
 4. Administrative Detail:
 - a. Ability to complete forms; record and locate data accurately.
 - b. Ability to pay close attention to detail.

B. MANUAL

1. Motor coordination:
 - a. Ability to accurately reach, feel or handle heavy mass, objects and equipment used in daily routine.
2. Finger dexterity:
 - a. Ability to pick, pinch or otherwise work with fingers to operate above equipment.
3. Manual dexterity:
 - a. Ability to seize, hold, grasp, turn or otherwise work with hands to operate above equipment.

C. VISUAL

1. Near vision:
 - a. Clarity of vision at 20 inches or less.
2. Mid-range vision:
 - a. Clarity of vision at distance of more than 20 inches and less than 20 feet.
3. Far-range vision:
 - a. Clarity of vision at 20 feet or more.

NOTE: The requirements for this position are indicative of the physical and mental capacities needed to satisfactorily perform the duties for the position. Reasonable accommodations, as required by the Americans With Disabilities Act will be granted wherever possible.