



CLASSIFICATION NO. 826

Established: 7/94

Revised: 3/11, 2/18

FLSA: Non-Exempt

EEO: 8

HACC MAINTENANCE ASSISTANT

CLASS CHARACTERISTICS

Under supervision, to perform a variety of manual and semi-skilled maintenance tasks for HACC buildings and grounds facilities; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Housing Authority of Clackamas County (HACC) is an independent public corporation which owns, manages, leases, maintains and develops housing for low and moderate income persons particularly for those with special needs. The HACC is a division of the County's Health, Housing and Human Services Department.

The HACC Maintenance classification series is primarily responsible for the repair and rehabilitation of HACC owned and managed housing, including multiple unit projects, high-rise building, scattered sites locations, special needs housing, local project fund (LPF) housing and administrative office building and facilities. Work includes maintenance, repair and rehabilitation of building exteriors and/or interiors including systems, finishes and structures, and utility systems and also maintenance of landscaping and grounds of public housing units. The HACC Maintenance Assistant performs a variety of janitorial, landscape maintenance and building repair tasks. Assignments may be performed independently or as part of a crew.

The HACC Maintenance Assistant differs from the HACC Maintenance Specialist which performs tasks in the repair, adjustment and maintenance of building systems, equipment and structures; monitors the work of contracted services; and as assigned, provides work direction to subordinate personnel.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Cleans floors; sweeps, scrubs, strips and polishes floor surfaces; applies wax, acrylic or other materials to hard surfaces; operates carpet extractors, buffers, vacuums, and cleaning and polishing equipment.
2. Performs landscape maintenance; mows, rakes, edges and weeds lawns; trims shrubbery and cuts brush; irrigates and fertilizes lawns and planted areas; plants shrubs and ornamentals; maintains irrigation systems; picks up and disposes trash from landscape and parking areas; operates blowers, trimmers, edgers, mowers and other motorized equipment.
3. Performs minor building maintenance and repair tasks; changes light bulbs; replaces basic fixtures and hardware; lubricates locks and hinges; operates pressure washing equipment.

4. Performs a variety of building maintenance and facilities support functions; moves furniture and sets up conference rooms; loads and unloads trucks; picks up, delivers and stores supplies and materials; washes and fuels vehicles and equipment.
5. Under the direction of higher-level maintenance personnel, assists in the repair and maintenance of building systems, equipment and structures.
6. Transports laborers and equipment in a light truck or van; works alongside temporary or court assigned workers.
7. Requisitions janitorial, landscape maintenance and repair supplies, materials and parts; maintains routine maintenance records.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Routine building maintenance methods and practices; safety and accident prevention practices; routine commercial janitorial and landscape maintenance methods and practices; basic record keeping and reporting methods; customer and public service techniques.

Skill to: Operate specialized tools and powered hand tools and equipment; communicate effectively both verbal and in writing; make basic mathematical calculations; lift and manipulate heavy or bulky objects; complete and maintain routine maintenance records; establish and maintain cooperative working relationships with clients, the public and HACC personnel.

WORKING CONDITIONS

Incumbents may be exposed to a variety of environmental elements including wind, rain, snow, dust and fumes as well as a standard office environment. Some work assignments may require the strength to handle and operate hand tools and powered equipment, climb ladders and perform manual labor for extended periods of time. Positions require ability to lift and carry objects weighing up to 50 lbs. frequently and occasionally up to 75 lbs.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: None required.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for HACC business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Employment is contingent on passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

POST-EMPLOYMENT REQUIREMENTS

Must complete approved safety training, hazardous materials training within six months of hire.

Some positions may require HQS/UPCS (Uniform Physical Conditions Standards) certification within one (1) year of hire.

Some positions may require a Public Pesticide Applicators license within one (1) year of hire.