



CLASSIFICATION NO. 825

Established: 7/94

Revised: 3/11, 12/17

FLSA: Non-Exempt

EEO: 8

HACC MAINTENANCE SPECIALIST

CLASS CHARACTERISTICS

Under general supervision, to perform a variety of semi-skilled tasks in the repair, adjustment and maintenance of building systems, equipment and structures; to monitor the work of contracted services; 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 Specialist is responsible for maintaining mechanical, plumbing and structural systems, painting tasks, and provides daily work direction to subordinate personnel. The Maintenance Specialist's work assignments are directed by the HACC Maintenance Coordinator. In the absence of the Maintenance Coordinator, the Maintenance Specialist's work assignments may be directed by a Property Manager.

The HACC Maintenance Specialist differs from the HACC Maintenance Assistant which performs a variety of manual and semi-skilled maintenance tasks. It also differs from the HACC Maintenance Coordinator which leads the work of assigned maintenance staff.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Conducts housing inspections to determine condition of properties and extent of maintenance needs.
2. Performs regularly scheduled maintenance and repairs of buildings; change filters and belts; patches and seals roofs; repairs holes; stains and varnishes woodwork.
3. Performs semi-skilled carpentry tasks; repairs and installs shelves, doors, windows and applicable locking hardware; patches and seals roofs.

4. Performs semi-skilled plumbing tasks; replaces or repairs faucets and valves and unplugs drains.
5. Performs semi-skilled painting tasks; mixes, blends and matches appropriate paint materials and paints interior/exterior surfaces; monitors the work of painting contractors as assigned.
6. As assigned by HACC Maintenance Coordinator, provides work direction to maintenance assistants, correction facilities trustees and temporary workers; trains individuals in the safe operation of tools and equipment.
7. Monitors the work of regularly scheduled janitorial, laundry and landscape services.
8. Assists with stocking and inventory as needed.
9. Performs tasks assigned to HACC Maintenance Assistants; sweeps, scrubs, strips and polishes floor surfaces; mows, rakes, edges and weeds lawns; irrigates and fertilizes lawns and planted areas; and maintains irrigation systems.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Maintenance and preventative maintenance practices; general building maintenance and painting techniques; materials, tools and equipment commonly used in the maintenance and repair of residential structures; applicable hazardous code regulations; basic English grammar and composition; basic math; record keeping techniques.

Some knowledge of: Commercial janitorial maintenance practices and procedures; structure schematics and blueprint terminology; landscape maintenance practices and procedures; general carpentry and plumbing repair and maintenance techniques.

Skill to: Communicate effectively both orally and in writing; perform semi-skilled carpentry, plumbing and mechanical repair; monitor and coordinate work performed under commercial janitorial and various landscape contracts; read and understand structural schematics and blueprints; complete and file repair orders; maintain accurate records; establish and maintain cooperative working relationships with 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: A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

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

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