



Bremerton Housing Authority

Maintenance Technician I

Department: Housing Department
FLSA Status: Non-Exempt
Grade/Level: 30
Job Type: Regular
Work Schedule: Regular Business Hours

Job Status: Full Time
Reports To: Maintenance Supervisor
Amount of Travel Required: 15% locally
Positions Supervised: None
Union: Teamsters Represented Position

POSITION SUMMARY

Position is responsible for keeping the buildings, apartments, grounds, and equipment in good maintenance and repair. This may include preparation and painting of units as well as demonstrating basic knowledge of heating systems, carpentry, plumbing, and electricity in order to complete work orders submitted by residents, within state and local codes.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Summaries

- Complete work orders in a safe and efficient manner, including performing a wide variety of electrical, plumbing, carpentry, pest control, and preventative maintenance tasks as needed.
- Assemble, install, or repair pipe systems, plumbing, machinery, or equipment such as faucets, pipes, hot water tanks, toilets, garbage disposals, dishwashers, water-dispensing refrigerators, and washing machines.
- Repair, replace or install power switches, fuses, wall sockets, ceiling lights, ceiling fans, climate control systems, and garage doors openers or other wiring, electrical, or electronic components.
- Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, or parts catalogs, as necessary.
- Repair, replacement or installation of major household appliances, such as refrigerators, dishwashers, range ovens, washers and dryers, hot water tanks, and air conditioners. Dismantle machines, equipment, or devices to access and remove defective parts, using hand tools or power tools.
- Remove snow or debris by shoveling, blowing or plowing snow away from covered walkways and driveways, and laying down rock salt atop icy surfaces to prevent slipping.
- Order parts, supplies, or equipment from catalogs or suppliers.
- Install equipment to improve the energy or operational efficiency of residential buildings.
- Repair machines, equipment, or structures, using tools such as hammers, saws, drills, wrenches, or equipment such as precision measuring instruments or electrical or electronic testing devices.
- Perform regular maintenance of the building exteriors, interiors, and common areas including but not limited to pressure washing, painting and maintenance of all building systems and related properties.

- Vacant units need to be made market ready within the goals assigned to their level. Pre-inspect any units on notice to vacate and assess what maintenance supplies will be needed to either return the unit to market ready status or board it up for demolition.
- Paint or repair wall, windows, doors, woodwork, plaster, drywall, or other parts of building structures. Conduct routine drywall work by filling in small holes caused by nails and dings.
- Maintain inventory on all parts and tools belonging to the property in a neat and orderly manner. Clean and store tools and supplies upon completion of tasks.
- Check the locks on all vacant units and make any necessary keys.
- Operate BHA vehicles in a safe and sound manner, according to the BHA Vehicle Policy.
- Provide professional, prompt and courteous customer service with renters when scheduling and providing maintenance services, and with contracted vendors that provide additional facility services.
- Maintain an organized scheduling and tracking system, usually on a computer, to effectively complete all maintenance requests in a timely manner and in the order by which they were received or by level of urgency.
- Respond to after hours emergency calls when assigned the on-call phone.
- Other duties as assigned.

POSITION QUALIFICATIONS

Diversity, Equity and Inclusion Requirements

As part of Bremerton Housing Authority's commitment to fostering an equitable and inclusive workplace all BHA staff must demonstrate commitment to cultivating a workplace culture that values diversity, equity and inclusion. They must work collaboratively to create and maintain an inclusive environment where all team members feel valued and included and must be willing to participate in equity and inclusion education and training programs.

Required Education and Experience

Education: High School Graduate or General Education Degree (GED): Required

Experience: 2 plus years of experience in multi-family facility maintenance

- Knowledge of building and grounds maintenance, including standard practices, methods, tools, materials, electrical, plumbing, HVAC, painting, carpentry, and grounds keeping.
- Knowledge of common safety rules, including accident causation and prevention; occupational hazards and appropriate safety precautions.
- Some type of formal training or experience in the following areas: carpentry, light plumbing work, light electrical work, painting, refurbishing and other building maintenance tasks.
- Knowledge of HUD regulations regarding housing quality standards and other maintenance related standards is preferred.

Bremerton Housing Authority has the discretion to accept any other equivalent combination of education and experience when relevant.

Computer Skills:

- Experienced user of Yardi or similar property management software to track maintenance work is preferred.
- Must be comfortable using a cell phone for communication via text, email and voice.
- Must be familiar with using computer technology to assist in job performance.

Other Requirements:

- Must be available to come to work during inclement weather events as needed to ensure BHA properties are safe for residents as quickly as possible.
- Must possess a valid driver's license for use in Washington State and with the continued ability to be covered under Bremerton Housing Authority's auto insurance policies.

Required Competencies

- Accountability - Ability to accept responsibility and account for their actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Autonomy - Ability to work independently with minimal supervision.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Decision Making - Ability to make critical decisions while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Project Management - Ability to organize and direct a project to completion.
- Reliability - The trait of being dependable and trustworthy.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

WORK ENVIRONMENT

Work will be performed in office, residential, and outdoor settings. Hand-eye coordination is necessary to operate various pieces of office equipment. While performing the duties of this job, the employee is required to stand, walk, use hands to feel or operate objects, tools and controls, and reach with hands and arms. The employee is required to talk and hear. The employee must regularly lift up to 60 pounds. Physical aspects of the job may also require heavy lifting, bending, pushing, pulling, kneeling, stooping, climbing, balancing, and carrying. Position requires the ability to transport oneself to a variety of locations, primarily in and around Kitsap County.

PHYSICAL DEMANDS

- N (Not Applicable)** Activity is not applicable to this position.
- O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	F	Lift/Carry	10 lbs or less F
Walk	F		11-20 lbs F
Sit	O		21-50 lbs O
Manually Manipulate	F		51-100 lbs. O (Requires 2 people to prevent injury)
Reach Outward	F		
Reach Above Shoulder	F	Push/Pull	
Climb	O		12 lbs or less F
Crawl	O		13-25 lbs F
Squat or Kneel	F		26-40 lbs. O
Bend	F		41-100 lbs O
Grasp	F		
Speak	O		

Other Physical Requirements

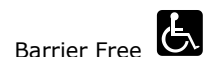
- Vision (Near)
- Sense of Sound - listening to instructions and customer comments
- Ability to wear Personal Protective Equipment – gloves, foot & eye protection, protective hearing devices (earplugs, muffs), hard hats, respirators, etc.

Prepared by: Janis Castle, Human Resources Generalist Date: 7/9/2024
 Reviewed by: Paula Kennedy, Human Resources Manager Date: 7/10/2024
 Reviewed by: Ben Calhoun, Maintenance Supervisor Date: 7/10/2024
 Reviewed by: Andi Reed, Housing Director Date: 7/10/2024
 Sent to: Bret Draven, Teamsters Union Representative Date: 7/11/2024

The Housing Authority of the City of Bremerton (BHA) has reviewed this position outline to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Review the job analysis or desk manual for greater details about the types of tasks being performed in this position. This document does not represent a contract of employment, and BHA reserves the right to change this position outline and/or assign tasks for the employee to perform, as the company may deem appropriate.



Equal Employment and Housing Opportunity



Barrier Free

Bremerton Housing Authority does not discriminate on the basis of race, color, creed, national origin, religion, disability, sex, sexual orientation, age (over 40), military status, whistleblower retaliation, or familial status in admission and access to its programs.

To request a reasonable accommodation for work related reasons, contact the HR office at 360-616-7107.
 To request a reasonable accommodation for housing, contact a BHA Section 504 Coordinator at 360-479-3694.