



Executive Office

4500 Inkster Road, Inkster, Michigan 48141-3068 ~ (313) 561-2892

Fax: (313) 561-2893

Internal / External Job Posting

DATE:	July 31, 2018
JOB TITLE:	Maintenance Serviceperson I
REPORTS TO:	Asset Manager
CURRENT WORK SCHEDULE:	Monday – Friday, 8:00AM – 5:00PM – On Call
FLSA:	Bargaining Unit, Non-exempt (Hourly)
PAY RATE:	\$13.46 - \$14.01 Depending on Qualifications

GENERAL DESCRIPTION:

The Maintenance Serviceperson I is responsible for performing unskilled and semi-skilled maintenance and repair tasks in order to maintain the IHC units in a decent, safe and sanitary condition.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

High School diploma or equivalent. Two (2) years vocational training desirable. Two (2) years responsible experience with a public housing or residential maintenance. Demonstrated ability to perform unskilled, semi-skilled tasks and assist with skilled tasks. Demonstrated ability to operate the more common types of machine or woodworking equipment. Ability to follow detailed instructions, take directions from Supervisor, and effectively communicate with residents and IHC staff.

Licenses and Certifications

None required.

Knowledge, Skills and Abilities

- Excellent Customer Service.
- Ability to effectively communicate verbally with a variety of people, one-on-one and in small groups.
- Ability to effectively communicate in writing, generally using existing form letters or other documents as examples.
- Ability to use a personal computer to enter and report data and perform word processing.
- Knowledge of the Uniform Physical Condition Standards (UPCS).
- Takes all appropriate safety precautions to avoid on-the-job accidents.
- Completes 100% of assigned Emergency work orders within 24-Hours.
- Completes 100% of assigned Urgent work orders within 72-Hours.
- Completes 100% of assigned routine work orders within 20-days.
- Completes make ready work order within 10-days
- For all work completed, meets quality standards established by the supervisor.
- Uses skills necessary to the job and shows evidence of developing additional skills through experience.
- Uses IHC tools, materials and equipment efficiently, properly and safely.
- Properly prepares and submits 100% of job-related documents (work orders time sheets etc.) to the supervisor daily.
- Attendance reliable leave does not exceed the amount permitted and the employee has no unexcused absences from the job.

HOW TO APPLY: APPLICATION DEADLINE: Friday, August 10, 2018, 5:00PM

Submit letter of interest and resume prior to deadline to:

Name: Catherine Broadbent, Executive Administrative Assistant / Human Resources Generalist

Address: IHC Administration Building, 4500 Inkster Rd. – Inkster, MI 48141

Email address: broadbentc@inksterhousing.org



Inkster (MI) Housing Commission Job Description

Title:	Maintenance Serviceperson I
Classification:	Bargaining Unit, Regular Full-Time
FLSA:	Non-exempt (Hourly)
General Description:	The Maintenance Serviceperson I is responsible for performing unskilled and semi-skilled maintenance and repair tasks in order to maintain the IHC units in a decent, safe and sanitary condition.
Reports to:	Asset Manager (Maintenance Coordinator as delegated)
Supervises:	This is a non-supervisory position

Essential Functions:

An employee in this class may be called upon to perform any and all of the tasks listed below. This list of examples does not include all of the tasks which the employee may be asked to perform.

- Repairs and/or replaces faucets, washers to faucets, toilet seats, stems and spigots, clogged drains and performs other minor plumbing repairs.
- Performs minor electrical maintenance such as replacement of fuses and switch covers.
- Assists with minor repairs to furnaces, water heaters, and gas stoves, including adjustment of gas burners and cleaning or replacing furnace filters.
- Operates miscellaneous electrical hand tools and simple manual hand tools.
- Clears and secures vacant units.
- Maintains grounds: cleaning, mowing, trimming, etc.
- Performs minor repairs to vacant units such as replacement of floor tile, switch covers, shades, screens, cabinet/door hardware, and painting and repair of bathroom items.
- Assists in repairs in all skilled areas.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

- Excellent Customer Service.
- Ability to effectively communicate verbally with a variety of people, one-on-one and in small groups.

- Ability to effectively communicate in writing, generally using existing form letters or other documents as examples.
- Ability to use a personal computer to enter and report data and perform word processing.
- Knowledge of the Uniform Physical Condition Standards (UPCS).
- Takes all appropriate safety precautions to avoid on-the-job accidents.
- Completes 100% of assigned Emergency work orders within 24-Hours.
- Completes 100% of assigned Urgent work orders within 72-Hours.
- Completes 100% of assigned routine work orders within 20-days.
- Completes make ready work order within 10-days
- For all work completed, meets quality standards established by the supervisor.
- Uses skills necessary to the job and shows evidence of developing additional skills through experience.
- Uses IHC tools, materials and equipment efficiently, properly and safely.
- Properly prepares and submits 100% of job-related documents (work orders time sheets etc.) to the supervisor daily.
- Attendance reliable leave does not exceed the amount permitted and the employee has no unexcused absences from the job.

Qualifications, Knowledge and Skills:

- High School diploma or equivalent.
- Two (2) years vocational training desirable.
- Minimum of two (2) years of working experience in residential maintenance
- Ability to perform a variety of unskilled and semi-skilled tasks in assisting higher level maintenance employees in all skilled areas.
- Ability to operate the more common types of machine or woodworking equipment.
- Ability to follow detailed instructions and take directions from Supervisor.
- Ability to effectively communicate with residents and IHC staff.

Materials and Equipment Used:

Personal Computer, Calculator, General Office Equipment, Cell phone, hand, shop and power tools

Work Environment and Physical Demands

Work is performed in IHC properties, facilities and outdoors, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud and the environment may be more hazardous than a standard office environment.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk and hear. The employee is occasionally required to stand, walk, and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to fifty (50) pounds and

occasionally lift and/or move up to seventh 70 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Other Requirements:

Must acknowledge and agree to maintain a drug-free workplace as a condition of employment with Inkster Housing Commission. Must possess a valid Michigan State driver's license and an insurable driving record.

Additional Information:

This is an at-will position, with no tenure vested. Continued employment is at the discretion of the hiring body of the Commission and based upon employee performance and compliance with IHC policies and procedure.

Inkster Housing Commission reserves the right to change or alter this job description based on regulation changes and/or the business needs of the Commission.

Read and Acknowledged

Employee Signature

Date

Employee Name (printed)

Approval of Appointing Authority

Date