

## MMHA/CAC

*An Equal Opportunity Employer*

### POSITION DESCRIPTION

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| Name of Incumbent:                           | Position Title: Experienced Maintenance Technician        |
| Office/Division: MMHA – Housing Developments | Reports To: Director of Housing Developments & Compliance |
| FLSA Status: Non-Exempt                      | Employment Status: Full-time                              |
| Job Description Last Reviewed: 12/4/2025     | Job Description Revised: 12/4/2025                        |

Pay Range \$19.30 - \$28.23

### **JOB RESPONSIBILITIES:**

**In addition to the following, performs other related duties as required.**

Performs a variety of semi-skilled and skilled building and grounds maintenance activities for the Miami Metropolitan Housing Authority.

### **QUALIFICATIONS:**

**Any combination of training and work experience that indicate possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:**

Completion of secondary education (high school or GED), plus two (2) or more years experience in the maintenance of buildings and grounds, or equivalent.

### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid State of Ohio driver's license and remain insurable under the agency's vehicle insurance plan.

### **ESSENTIAL FUNCTIONS OF THE POSITION:**

1. Performs a variety of skilled building and equipment maintenance activities in order to ensure the proper condition and upkeep of public housing units (e.g., repairs plumbing fixtures; paints units; locates and repairs leaks; repairs windows, doors, doorframes; rewires electric ranges; repairs burner controls; fixes toilets; repairs and installs drywall; etc.).
2. Repairs and maintains mechanical equipment such as mowers, hedge clippers, snow blowers, and other such equipment utilized by the maintenance department (e.g. cleans equipment, checks fluid levels, changes belts, oils moving parts, etc.).
3. Performs a variety of skilled and semi-skilled grounds maintenance activities in order to ensure the upkeep of agency property (e.g., removes snow and ice, mows lawns, rakes grass and leaves, trims shrubs and trees, clears and disposes debris, etc.).
4. Responds to requests for service; inspects housing units in order to determine maintenance needs.
5. Orders materials, supplies, and equipment needed to complete projects.

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6. Assists with the planning of the preventive maintenance and regular repair program for agency buildings, equipment, and property
7. Demonstrates regular and predictable attendance. Regular overtime and night/weekend work on a rotating basis for emergency calls is expected and compensated at a higher rate.
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Assists with the moving of appliances such as refrigerators, stoves, and other heavy items
2. Documents and submits records of work performed, time spent, materials utilized, etc.
3. Performs other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the MMHA/MCCAC.

### **MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** agency policies and procedures;\* safety practices and procedures; building maintenance methods and procedures (heating, plumbing, electrical, carpentry, painting); HUD NSPIRE regulations (within 1 year of hiring\*) grounds maintenance methods and procedures; mechanical equipment maintenance and repair.

**Skill in:** use or operation of hand, power, and shop tools; use or operation of light motorized equipment (e.g., mower, snow blower, etc.).

**Ability to:** recognize unusual or threatening conditions and take appropriate action; exercise independent judgment and discretion; determine material and equipment needs; prepare accurate documentation; respond to routine inquiries from the public and/or officials; communicate effectively; develop and maintain effective working relationships; exert 40 to 75 pounds of force occasionally and/or 20 to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects; travel to and gain access to work sites.

### **EQUIPMENT OPERATED:**

**The following are examples only and are not intended to be all inclusive:**

Motor vehicles; hand, power, and shop tools; light motorized equipment; etc.

### **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee: is exposed to chemicals, including pesticides and herbicides, fumes, dirt and dust; operates motorized equipment, hand, power, and shop tools; is exposed to adverse weather and unsanitary conditions; has contact with irate or emotionally distraught individuals.

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Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

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Approval of Executive Director

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Date

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Employee Signature

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Date