

PALATKA HOUSING AUTHORITY

Classification: Maintenance Aide
Supervisor: Foreman and/or other assigned Personnel
Salary Grade: 11/1 (9.40 hourly)
Pay Class: Full-Time Hourly, Full Benefits
Effective Date: November 2018

Position Description

Under direct supervision from the assigned Foreman, Maintenance Aides are responsible for performing custodial and grounds care duties for Authority properties. Duties include, but are not limited to: mowing with push-type and riding mowers, edging, trimming, raking and picking up leaves, re-seeding, fertilizing, irrigating, installing and repairing playground equipment, installing and repairing curbing, patching walks and drives, picking up trash and debris, transporting trash and debris to landfill, cleaning out big debris and trash from vacant units, cleaning offices and common areas of high (mid) rise developments, property management offices, providing labor support to other maintenance functions, moving furniture, and any other tasks assigned.

Major Duties and Responsibilities

The statements here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered all-inclusive listing of work requirements. Individual may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

1. Practices generally accepted safety precautions when completing duties and remains conscious of safety at all times.
2. Operates and maintains powered grounds care equipment such as tractor mowers, riding mowers, push mowers, edgers, trimmers, vacuums, blowers, sprayers, spreaders and chain saws.
3. Uses and maintains non-powered grounds care equipment such as shovels, axes, slings, hoes, wheelbarrows, saws, trimmers and hedge clippers, trash pickup sticks, trash sacks, or trash containers.
4. Reports any items requiring maintenance and any unusual or unsafe conditions to immediate supervisor.
5. Performs cleaning and sanitization tasks in assigned areas in accordance with established procedures. These tasks include, but are not limited to: disinfecting and cleaning rest room fixtures; dusting furniture, window sills and ledges; spot-cleaning walls, vacuuming carpeted areas; dust mopping, wet mopping, and spray buffing resilient tile floors; shampooing carpets; stripping and re-finishing wood, composition and resilient tile floors; sweeping and mopping

*Maintenance Aide
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concrete and terrazzo floors; sweeping and mopping stairs; re-supplying paper and soap dispensers; polishing furniture; replacing burnt out lamps; and other cleaning related tasks as far as interior work is concerned.

6. Operates and maintains powered cleaning equipment such as a floor scrubbing machine, other automatic scrubbers, wet/dry vacuums, carpet vacuums, carpet shampooers, and pile brush vacuums.
7. Uses and maintains non-powered cleaning equipment such as mops, brooms, dusters, sponges, cleaning cloths, and spray bottles.
8. Performs minor maintenance tasks such as replacing washers; unstopping sinks, tubs, and commodes; repairing commodes and drain pipes; replacing ceiling or wall sockets; light switches and blown fuses; replacing broken window panes and screens, door knobs and door stops; painting cabinets, heaters, refrigerators, etc.
9. Assists skilled workers with general labor duties in installation and repair of gas, sewer, and water lines, or installation and repair of plumbing fixtures.
10. Participates in off-shift and weekend coverage, and must be willing to work flexible hours, overtime, any shift, and weekends.
11. Performs manual labor for a variety of tasks as directed by the Supervisor. Manual labor tasks may include, but are not limited to, moving furniture and equipment; setting up tables, chairs, exhibits, and displays; loading and unloading of trucks, etc.
12. Assumes responsibility of necessary maintenance of an assigned site and anyone assigned to him/her.
13. Performs related tasks as required.

Required Knowledge and Abilities

1. Knowledge of buildings and grounds maintenance practices and procedures.
2. Knowledge of the methods, practices, tools, and materials used in building maintenance and repair and groundskeeping.
3. Knowledge of the occupational hazards and applicable safety-precautions of the assigned work.
4. Ability to operate gasoline-driven equipment such as, but not limited to, power mowers, and light trucks.
5. Ability to establish and maintain effective working relationships with coworkers, residents, contractors and the general public.
6. Ability to follow written and oral instructions.
7. Ability to communicate both orally and in writing.

8. Ability to lift heavy objects such as refrigerators or ranges into and out of trucks, or other carriers, with the assistance of other maintenance staff.
9. Able to perform manual work such as digging, shoveling, and sanding.

Physical Requirements

Ability to work/inspect in wet, damp, hot, cold, or dusty places. Ability to stoop and kneel in order to gain access to work areas. Ability to work while standing for extended periods of time. Ability to move or carry objects or materials such as sinks, counter tops, solid core and metal doors, debris, floor tile, fan motors and other HVAC parts, etc. Ability to handle ranges and refrigerators using appliance handtrucks. Ability to move or carry objects up to fifty pounds. Ability to move or carry objects in excess of 50 pounds with the assistance of handtruck or additional persons.

Minimum Education, Training, and/or Experience

Minimum education required with ability to read and write; some experience in care and maintenance of buildings and/or grounds; or any equivalent combination of training and experience that provides the required knowledge and/or abilities.

Special Requirements

1. Possession of a valid driver's license
2. Must be bondable.