



HOUSING AUTHORITY OF WASHINGTON COUNTY

213 Otho Holland Drive, Williamsport, MD 21795
(P) 301.791.3168 (F) 301.791.2755 www.hawcmd.org

Maintenance Technician

FLSA Status: Non-Exempt
Job Status: Staff
Department: Maintenance
Reports to: Director of Property Management & Maintenance

Summary

The Maintenance Technician is responsible for assisting with maintenance, repairs, equipment maintenance, and general cleaning of grounds and buildings owned by HAWC.

Be committed to teamwork, have a shared commitment to quality of everyday work, and demonstrate the willingness to assume ownership in completion of tasks. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality seamless customer service.

This position is housed at the Williamsport location but will report to all locations as needed to meet the needs of the position. Given the responsibilities of the role, this position is not eligible for a remote office.

Duties and Responsibilities

This position will perform the following:

- Primarily responsible for vacancy turnover and preventive maintenance work assignment by the Maintenance Manager.
- Under the direction of the Maintenance Manager and Maintenance Technician II, is responsible for repair duties including exterior and interior painting, as well as carpentry, landscaping, and trash removal.
- Assists with building maintenance tasks such as painting, carpentry, masonry, etc.
- Performs all other duties as assigned by the Maintenance Manager and or Maintenance Technician II.
- Supports all auditing compliance maintenance activities required by HAWC.
- Responsible for meeting continuing education requirements of the position and reporting this information to the Human Resources Manager.

Minimum Qualifications

Minimum three years of good working knowledge of carpentry, electrical and HVAC systems.
High School Diploma or GED

Knowledge, Skills, and Abilities

- Written and oral communication skills.
- Comprehension and application of rules and policies.
- Ability to work independently and dependably.
- Ability to use Microsoft Office Products (Excel, Word, Outlook)

Physical/Work Demands:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, and handle or feel objects and controls. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Capable of performing heavy labor such as moving refrigerators and stoves, lifting a minimum of fifty (50) pounds without difficulty. Must be able to maneuver in tight spaces, including under sinks and behind water heaters. Must be able eligible to drive a company vehicle..