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## POSITION DESCRIPTION

**Title: Facilities Aide**  
**Reports To: Senior Facilities Mechanic**  
**FLSA Status: Non-Exempt**

### Summary

Performs a variety of general, basic maintenance and repair functions (below the level of a Maintenance Mechanic) under close supervision in one of more of the crafts or trades. May work independently or be assigned to a crew of workers. May give assistance to skilled Maintenance Mechanics or be assigned to specific functions such as general maintenance and repair, and janitorial duties. The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

### Duties and Responsibilities

Assists in or makes minor repairs to plumbing systems by performing general work including rough piping for domestic water and sanitary sewer, repair/replacement/installation of plumbing fixtures such as sinks and bathtubs, installation of valves for shower, kitchen, and bath, replacing washers, mending burst pipes, repairing leaks, opening clogged drains, and performing other appropriate repairs/installations to meet or exceed housing quality standards.

Assists in making carpentry repairs/replacements to damaged walls, roofs, woodwork, floors, gutters and downspouts, doors, door knobs, fences, gates, windows, doorbell, peepholes, door and window screens.

Assists in repairs and adjustments to various appliances and equipment (*e.g.*, dishwashers, stoves, water heaters, refrigerators, electric motors, smoke detectors, etc.) and assists in replacement of appliances and equipment when necessary.

Assists in installation and repair of electrical lighting systems, fuses, and other minor electrical repairs.

Performs cleaning and minor repairs on HVAC systems in accordance with manufacturer's specifications.

Prepares all interior/exterior wall surfaces for painting by removing electrical outlets and lighting fixtures, spreading drop cloths, scraping peeled paint, patching holes, taping and floating drywall, and/or sanding.

Paints all prepared surfaces with a brush, roller, or spray equipment. Performs thorough clean-up of work area including removing drop cloths, masking paper and tape, and replacing fixtures, covers, and plates.

May assist in graffiti removal and/or repainting. May assist with painting of fire lanes, parking dividers, etc.

May assist management/leasing staff with curb appeal functions which may include detailing model units, putting out balloons, banners, a-boards, etc.

Cleans and maintains Agency-owned materials, tools, and equipment in a neat and orderly manner at all times. Maintains a neat and organized workshop area free of clutter and debris. Upon completion of maintenance task, all tools and excess supplies must be cleaned up and stored appropriately.

Maintenance responsibilities may also include, but are not limited to, pressure-washing of exterior surfaces as needed, painting and maintenance of all building systems such as gutters and downspouts, roof drainage systems, French drain systems, surface water management systems, fire alarm systems, fire extinguishers, fire sprinkler systems, signage, laundry centers, playgrounds, and any other common areas.

Assists in performing general interior and exterior repairs including structural components (e.g., stairways, floor joists, and rafters), roof repairs (e.g., replacement, flashing repair, etc.), foundation waterproofing, masonry and concrete replacement/repair (e.g., walks, brick, paving, steps, curbing), repair/replacement of gutters, downspouts, garage doors, fences, gates, doors, windows, doorbells, peepholes, signs, clotheslines, fans, belts, and insulation.

Performs preventive maintenance as assigned such as checking smoke detectors, checking emergency lights, replacing light bulbs, cutting off water to sill cocks, cleaning dryer vents, changing furnace/air-conditioner filters, cleaning guttering, and adjusting exterior light timers.

Performs minor welding, metal fabrication or soldering.

Performs "make-ready" duties on vacant units and may clean office building, bathrooms, hallways, community rooms, laundry facilities, and community room kitchens, in accordance with Agency standards by performing the following duties:

- Sweeps, scrubs, waxes, and polishes floors using brooms, wet mops, scrapers, and/or heavy powered scrubbers and buffers.
- Cleans rugs and carpeted floors using light-weight and or heavy powered vacuum cleaner, hand sweeper, or shampooer as appropriate.
- Washes and cleans windows, walls, ceiling, and fixtures, using ladders as needed.
- Cleans, disinfects, and deodorizes lavatories, urinals, and toilet bowls. Cleans mirrors, sinks, faucet knobs, and scrubs and cleans enameled and ceramic walls and toilet partitions in restrooms.
- Disconnects and cleans appliances.
- Empties waste baskets and/or trash containers, and smoking receptacles in and around office, common areas, and vacant units and disposes of trash and refuse in an appropriate manner.
- Dusts, cleans, and/or polishes furniture, desks, and light fixtures.
- May spray/treat for insect and rodent control.



May perform a variety of grounds maintenance duties as follows:

- Keeping walks, entryways, and other assigned areas cleared of mud, dirt, ice, snow, and debris.
- Maintaining grounds, including parking areas, by routinely picking up litter to include the removal of all glass, cans, litter, detritus, and dog fouling, raking leaves, and depositing such wastes into disposable sacks and/or other designated receptacle as instructed and removing in an appropriate manner.
- Operating and maintaining watering systems and watering grass and plants in landscaped areas.
- Cultivating and/or mulching, flower beds, shrubs, grass, and trees, including planting, trimming, pruning, weeding, mowing, edging, laying sod, and fertilizing where appropriate. May trim and/or remove trees or bushes that are safety hazards.

Performs a variety of grounds maintenance duties as follows:

- Makes daily rounds of housing developments and grounds to ensure removal of trash or debris for disposal as directed.
- Keeps walks, entryways, and other assigned areas cleared of mud, dirt, ice, snow, and debris.
- Maintains grounds, including parking areas, by routinely picking up litter to include the removal of all glass, cans, litter, detritus, and dog fouling, raking leaves, and depositing such wastes into disposable sacks and/or other designated receptacle as instructed and removing in an appropriate manner.
- Operates and maintains watering systems and waters grass and plants in landscaped areas.
- Cultivates and/or mulches, flower beds, shrubs, grass, and trees, including planting, trimming, pruning, weeding, mowing, edging, laying sod, and fertilizing where appropriate. Trims and/or removes trees or bushes that are safety hazards.

Assists in transporting, loading, and unloading of cabinets, counters, appliances, furniture, supplies, materials, etc., as assigned.

Assists in performing general road maintenance by clearing drainage areas, spreading road surface material, filling potholes, repairing fences, removing obstacles, and ensuring placement of appropriate signs as directed.

Follows all established safety procedures and standards.

Reports all unusual circumstances such as vandalism, missing light bulbs or fixtures, missing smoke detectors, fire extinguishers to the supervisor.

Performs emergency and after-hours work as necessary and/or required.

Follows all established safety procedures and standards.

Reports any lease violations and unsafe, unsanitary, or hazardous conditions encountered or observed on or in any Agency property or building to the appropriate personnel.

Maintains a professional image and attitude in keeping the objectives of the Agency and resident's welfare.

Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.

May be required to track time, cost and revenue for Project Based Management.

Undertakes and performs other work-related duties as assigned including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise balance the workload.

### **Qualifications and Knowledge**

High School graduate (or GED), or three (3) years of experience in grounds keeping, building maintenance, and/or janitorial field, or vocational training involving carpentry, plumbing, and electrical repairs, or an equivalent combination of education and experience.

Good knowledge of techniques, methods, materials, and equipment used in plumbing, carpentry, electrical repairs; and in the repair of household appliances, and heating systems.

Ability to understand and apply UPCS.

Ability to write service requests, maintenance reports, and inspection reports.

Math skills sufficient to perform essential job functions.

Skilled in use of various building and grounds maintenance tools and equipment as appropriate (lawn mower, edger, buffer, vacuum cleaner, etc.).

Good knowledge of occupational hazards and applicable safety precautions of the assigned work.

Ability to read and understand moderately complex repair manuals, and instructions/warnings on cleaning agents.

Ability to establish and maintain effective working relationships with other Agency employees and residents.

Ability to communicate both orally and in writing. Ability to speak and read English is highly desirable. Ability to follow oral and written instructions.

Ability to be covered under the Agency's fidelity bond.

Ability to be covered under the Agency's fleet auto insurance.

Valid driver's license and good driving record.

### **Supervision Received and Given**

The employee receives instructions from the Senior Facilities Mechanic and/or Director of Facilities. Generally, methods of accomplishing assignments are the discretion of the employee within established procedures and repair manual guides. Deadlines and priorities are generally set by the supervisor and the employee's progress is monitored regularly. The employee's work is monitored and reviewed regularly for compliance with procedures and for quality and completeness.

The employee has no supervisory duties.

### **Guidelines**

Guidelines are usually provided orally and are supplemented by established procedures. If a situation not covered by guidelines arises, the employee consults the supervisor for guidance.

### **Complexity**

Work performed by the employee is mostly routine and repetitive in nature. Some tasks require the exercise of personal judgment in making decisions on accomplishing assigned work. The employee must consider safety and liability issues, weather, and timeframes for accomplishing work.

### **Scope and Effect**

The employee's work primarily affects other employees and the residents in the Agency. It also impacts the readiness and adequacy of total low-rent housing provided by the Agency. Through successful accomplishment of maintenance, janitorial, and grounds keeping tasks, the Agency is able to continue providing decent, safe, and sanitary housing.

### **Personal Contacts**

The employee's personal contacts are with other employees and residents. Contacts primarily concern work assignments. Contact with residents is particularly important. The purpose of this is to give and obtain information necessary to do maintenance tasks efficiently, safely, and to document all actions. Conditions under which contacts occur can range from normal to stressful in an emergency situation, such as a gas leak or power failure.

### **Physical Demands**

Normal physical activity can be tedious and require heavy lifting, carrying, and prolonged standing, walking, reaching, bending, pushing, pulling, kneeling, crouching, stooping, climbing, balancing and lying prone. The employee must use arm strength to manipulate hand tools such as saws, sanders, and jointers.

Must be able to lift up to fifty (50) pounds without assistance.

Must have a sense of balance sufficient for standing on a ladder of at least six (6) feet in height for an extended time period of time.



Must be able to operate hand tools, power tools, and equipment (e.g., drills, wrenches, hammers, pliers, electrical [Ohm] meters, saws, threaders, plumbing snakes, etc.)

Work requires spatial perception, and finger and manual dexterity.

Must be able to establish and maintain effective working relationships with co-workers, residents, and persons outside the Agency.

Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.

Must be able to sit or stand for up to eight hours at a time while performing work duties.

Must be able to use fingers bilaterally and unilaterally to utilize job-related tools and equipment.

Must have vision and hearing corrected to be able to legally operate a vehicle in various environmental and traffic conditions and perform essential job functions.

Must have normal color perception to differentiate colors of electrical wiring, etc.

Must maintain punctuality and attendance as scheduled.

**Work Environment**

The employee works indoors and outdoors and is exposed to weather extremes. The employee may occasionally be subjected to electrical shock hazards, dangerous heights, dangerous chemicals (e.g., solvents, cleaning solutions, insecticides, etc.), and skin irritants. The employee may be required to use goggles, gloves, masks, lumbar support belts, safety boots, and other personal protective equipment.