

**DOUGLAS COUNTY HOUSING AUTHORITY**  
**Omaha, Nebraska**

**POSITION DESCRIPTION**

**Title:**           **Maintenance**

**Reports To:**   **Maintenance Manager**

**Revision:**      **August 2022**

**JOB SUMMARY:**

This staff position contributes to the growth and viability of Douglas County Housing Authority as an innovative non-profit community development corporation. This position has responsibility for the maintenance of all public housing units owned by the Housing Authority.

**RESPONSIBILITIES:**

- 1) Performs trouble shooting & repairs on HVAC equipment including water heaters and sump pump. Replace electrical outlets and switches. Performs preventative maintenance duties including, but not limited to, appliance repair; replacement of furnace filters; flushing of water heaters; air conditioner, furnace and heat pump maintenance, etc.
- 2) Responds to daily DCHA work order requests for maintenance of public housing units.
- 3) Performs ordinary maintenance work on public housing units which may include, but is not limited to, repairs and/or replacement of flooring, countertops; roofing, gutter and downspout repair; concrete work; insulation installation; glass and screen repair and/or replacement; sewer cleaning; interior and exterior painting, carpentry, plumbing, electrical work, drywall installation and finishing, woodwork, ceramic tile installation and repair, carpet cleaning, and testing and repair of emergency alarm systems.
- 4) Assists the Director of Asset Management & Maintenance Manager with Section 8, USDA and UPCS inspections.
- 5) Conducts lawn care maintenance including tree and bush trimming, mowing, aeration, watering, bug control, sprinkler repair, landscaping, etc.
- 6) Conducts snow removal or plows snow, de-ices and/or sands parking lots and sidewalks at assigned housing complexes.
- 7) Cleans vacant public housing units and prepares them for occupancy on a timely basis and performs necessary repairs.
- 8) Shares "on-call" duties with other maintenance staff.
- 9) Follow all agency policies and operations manual procedures.

10) Other activities assigned by the Maintenance Manager or Director of Asset Management.

**QUALIFICATIONS:**

**Education:** Minimum of two years work experience as a HVAC Technician. Must possess strong estimating, organizational, and communication skills. Working knowledge of all areas of housing maintenance.

Must have a valid clean driver's license.

Physically capable of lifting a minimum of 50 lbs. & walking up & down stairs.

Belief in Douglas County Housing Authority Mission; ability to listen, be objective and show courtesy, compassion, initiative and good judgment.