

LYONS HOUSING AUTHORITY
MAINTENANCE PERSONNEL JOB DESCRIPTION
Revised Jan. 8, 2021

Position Summary

This type of work involves the performance of semi-routine and diversified duties in connection with repairs to and maintenance of buildings and grounds requiring many skills found at the journeyman level such as carpentry for woodwork repairs, plumbing repairs, HVAC and electrical repairs, and painting work. An incumbent should possess some knowledge of or ability and willingness to learn manual skills in repairing such items as plumbing valves and pipes; electrical outlets and switches, stove and refrigerators; windows, doors, and other wood materials, air conditioning and other mechanical equipment, and in carrying out a full set of maintenance duties. The person will be required to work under hazardous conditions such as sleet, snow, heat, cold, dust, dirt and bug infestations. Incumbent generally works independently and exercises a great deal of independence in judgment in resolving problems in the act of repairing buildings and appurtenances. This position handles all aspects of the maintenance personnel's position: mowing, landscaping and lawn care, all kinds of cleaning and janitorial, vacuuming, construction work, electrical repair, plumbing, inventory tracking, in response to building work orders and unit make readies, as well as preventive maintenance on all equipment, etc.

Major Duties (illustrative, not all inclusive)

- Respond to work orders to troubleshoot, repair or replace wiring and parts for electrical outlets, switches, light fixtures, and breaker switches/fuses.
- Respond to work orders to repair or replace plumbing fixtures and fittings (e.g., leaky faucets, clogged drains and sewer lines, damaged toilets and water valves).
- Makes routine carpentry repairs/replacements to damaged walls, ceilings, woodwork, flooring, doors and door locks, windows, and cabinets to enhance housing quality standards.
- Troubleshoots, replaces or repairs and makes adjustments to various appliances and equipment (e.g., refrigerator, electric ranges, water heaters, HVAC/AC to assure proper and safe operation).
- Loads and unloads vehicles (e.g., pickup or flatbed truck) with materials such as plywood, bags of salt, paint, complete doors and door frames combinations; equipment such as buffers, sewer cleaners; appliances such as stoves and refrigerators, in order to transport to proper locations.
- Inspects and maintains building air conditioning, heating by cleaning and lubricating, changing filters, and making minor adjustments and repairs. Reports needed repairs to supervisor, to comply with preventive maintenance practices and reduce major repairs or replacement.
- Responds to after hour emergency situations (as needed), which includes weekends, evenings and early morning hours.
- Makes replacement window and door screens in order to replace damaged or missing parts.
- Prepares surfaces to be painted and applies paint/varnishes by brush and/or rollers to walls, ceilings, cabinets, and building exteriors to enhance the appearance of housing units.
- Operates gasoline (or diesel) powered mowers, edgers and electric powered augers and buffers to perform grounds care and apartment cleaning duties in order to ready units for occupancy.
- Maintains lawns and snow removal from sidewalks and driveways at both housing projects.

- Performs yearly inspections
- Weekly clean exit stairwells, vacuum stairwells/landings as needed. Sweep and mop hallways.
- Monthly clean Windows and entrance doors
- Clean apartments after tenants have vacated, includes painting, repairing drywall and other damaged items in apartment, sweeping and mopping before waxing floors, vacuuming and cleaning carpets, cleaning toilets, sinks and showers, clean refrigerators and stoves, etc. in order to prep apartment for next tenant.
- Unlock maintenance area/move carts
- Collect/store/dispose cardboard boxes and collect all recycled on each floor
- Laundry – 2nd and 4th floor to include mopping floor and cleaning wash machine/dryers. Weekly Vacuum behind dryers in laundry rooms on 2nd and 4th floor
- Bathrooms: Main floor, conference room, 2nd and 3rd floor tub rooms, and laundry rooms (2nd and 4th Floors); to include sweeping, mopping, cleaning toilets, etc.
- Empty trash cans and replace liners as needed including transfer of trash from collection bin to outside bin
- Weekly clean Elevators including mop elevators and area surrounding
- Dust, vacuum, spot carpet when necessary, wash woodwork around doorways as needed, dust blinds and wash windows, vacuum and shampoo furniture, clean toilets inside and out, clean lavatories, wipe walls in bathroom as needed, fill paper towel holders and toilet paper holders, clean exhaust grills in bathrooms as needed.

Work Hours

Hours to be determined upon hiring, with occasional call at night, weekends, and holidays for emergency work orders or snow/ice removal.

Physical Requirements

The employee is required to operate hand and power tools, equipment and operate light weight LHA vehicles. The employee is frequently required to stand, stretch, kneel, bend, stoop, twist, squat, walk, push-and-pull and reach above, at and below shoulder level, and to lift objects such as plywood, sheetrock, boxes of floor tile, cans of paint, with some items weighing 35 pounds or more. Routinely the employee is required to exert considerable physical effort in lifting and carrying heavy objects in excess of 75 pounds such as refrigerators, ranges, etc. Employee should whenever possible utilize assistive devices such as dollies. Employee should have strength and agility sufficient to withstand the strain of working long hours and heavy manual tasks.

Employee will be required to complete a Work Fit Physical Capacity Profile test prior to hire date to determine Integrative Employee Placement Level. A Level 4 must be met for this position.

Work Environment

The employee works both indoors and outdoors, and occasionally is exposed to extreme weather and temperature. The employee may be exposed to dust, paint fumes, noise and skin irritants (e.g., cleaning solvents and insecticides) while making repairs. The employee uses gloves, goggles, face

shield, masks and/or safety boots while performing the various duties of his/her position in accordance with LHA safety practices, rules and regulations.

Position may be exposed to the following on a regular basis:

- Odors
- Verbal abuse
- Vision strain
- Noise
- Airborne particles
- Extreme temperatures
- All weather conditions
- Muscular strain
- Chemicals
- Electrical current
- Toxicants
- Caustics
- Blades/moving parts
- Infestation of various types

Minimum Qualifications

Knowledge of or ability and willingness to learn the methods, materials and equipment used in plumbing, carpentry, and electrical repairs, installation of vinyl floor tile, and preparation and painting of interior and exterior surfaces. Also, knowledge of or ability and willingness to learn the maintenance and repair methods, materials and equipment used in the repair of household appliance and related equipment.

Knowledge of or ability and willingness to learn maintenance and repair methods, materials, and equipment used in the repair of building air-conditioning, heating and boiler systems. The ability to read and understand instructions/warnings on cleaning agents. Perform all work by practicing safe work habits while using proper safety equipment as needed to perform the task. Ability and willingness to learn new concepts and procedures.

Needs to live in close proximity to Park Place Apartments and Kingswood Housing to respond in a timely manner to emergency calls.

Maintenance Supervisor is the direct supervisor for this position.

Lyons Housing Authority reserves the right to revise or change job duties as the need may arise. This job description does not constitute a written or implied contract of employment; rather, it is a clarification of the duties and responsibilities of the position. This position qualifies for KPERS, if hired as full-time employee.

Employment Application Form

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-4.

DATE _____

Name _____

Last

First

Middle

Maiden

Present address _____

Number

Street

City

State

Zip

How long _____

Social Security No. _____ - _____ - _____

Telephone (____) _____

If under 18, please list age _____

Position applied for (1) _____

and salary desired (2) _____

(Be specific)

Days/hours available to work

No Pref _____

Thur _____

Mon _____

Fri _____

Tue _____

Sat _____

Wed _____

Sun _____

How many hours can you work weekly? _____

Can you work nights? _____

Employment desired

___ FULL-TIME ONLY

___ PART-TIME ONLY

___ FULL- OR PART-TIME

When available for work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? _____

___ No

___ Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

Lyons Housing Authority
Park Place Apartments • Kingswood Housing
215 South Bell Ave., Lyons, KS 67554
(620) 257-6241 / Fax: (620) 257-2605
tparkplaceapar@cox.net / LyonsHousingAuthority.com

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APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE? ☐ Yes ☐ No

What is your means of transportation to work? _____

Driver's license number _____ State of Issue _____ ☐ Operator ☐ Commercial (CDL) ☐ Chauffeur
Expiration date _____

Have you had any accidents during the past three years?

How many? _____

Have you had any moving violations during the past three years?

How Many? _____

OFFICE ONLY

Typing ☐ Yes ☐ No _____ WPM

10-key ☐ Yes ☐ No

Word Processing ☐ Yes ☐ No _____ WPM

Personal Computer ☐ Yes ☐ No ☐ PC ☐ Mac

Other Skills _____

Please list two references other than relatives or previous employers:

Name _____

Name _____

Position _____

Position _____

Company _____

Company _____

Address _____

Address _____

Telephone () _____

Telephone () _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Lyons Housing Authority
Park Place Apartments • Kingswood Housing
215 South Bell Ave., Lyons, KS 67554
(620) 257-5241 / Fax: (620) 257-2805
tparkplaceapar@aol.net / LyonsHousingAuthority.com

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APPLICATION FOR EMPLOYMENT

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? ☐ Yes ☐ No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? ☐ Yes ☐ No

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience Please list your work experience for the past five years beginning with your most recent job held.
If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer? ☐ Yes ☐ No

Did you complete this application yourself ☐ Yes ☐ No

If not, who did? _____

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Park Place Apartments

Kingswood Housing

215 South Bell Ave., Lyons, KS 67554

(620) 257-5241 / Fax: (620) 257-2605

tparkplaceapar@cox.net / LyonsHousingAuthority.com

If you are to be hired by Lyons Housing Authority, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

Authorization

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Lyons Housing Authority.

I understand that any employment is conditioned on a background check. I authorize Lyons Housing Authority to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to Lyons Housing Authority, without giving me prior notice of such disclosure. In addition, I release Lyons Housing Authority, any former employers and all references listed from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or Lyons Housing Authority. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Lyons Housing Authority unless made in writing.

If I am offered employment, I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by Lyons Housing Authority and as permitted by law. I consent to such examinations and test, and I request that the examining doctor disclose to Lyons Housing Authority the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test; and if I am hired a condition of my employment will be that I abide by Lyons Housing Authority's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate Lyons Housing Authority to hire. If hired, I agree to abide by all Lyons Housing Authority work rules, policies and procedures. Lyons Housing Authority retains the right to revise its policies or procedures, in whole and in part, at any time.

Signature _____

Date _____

Lyons Housing Authority

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Kingswood Housing

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Lyons Housing Authority Benefits

KPERS: Kansas Public Employees Retirement System

BCBS health insurance; currently LHA pays 80% of employee only insurance premium
Includes the option to purchase dental

10 paid holidays:

New Year's Day
President's Day
Memorial Day
4th of July
Labor Day
Veteran's Day
Thanksgiving Day
Thanksgiving Day after
Christmas Day
Floating holiday (employee option)

All regular employees shall accrue annual leave from the date of employment. However, regular employees may not take annual leave during the first (6) months of employment.

Accrue sick leave, 8 hours a month

<u>Authority Years of Service</u>	<u>Days per Year</u>
1 up to 10 years	10
11 or more years	15

Option to purchase life insurance with KPERS and through BCBS; upon approval

Lyons Housing Authority

Release of Information

I, _____, give permission for the release of any information concerning myself to:

Lyons Housing Authority
215 S. Bell Ave.
Lyons, KS 67554
620-257-5241
Fax: 620-257-2605

I understand that all such information so released will be for the exclusive and confidential use of the above named organization.

List other names you have been known by _____

Birth date: _____ SS# _____

Signature: _____ Date: _____

Address: _____
(Street) (City) (State) (Zip)

LYONS HOUSING AUTHORITY

SECURITY CLEARANCE RELEASE

I, _____ understand that due to the nature of the position for which I have applied, a security clearance is required. I also understand that at which time I receive an offer of employment, the information I have completed on the Security Clearance Request from will be used to check law enforcement records and driver's license for violations which may prohibit or affect my consideration for Lyons Housing Authority (LHA) employment or continued employment. Therefore, I hereby authorize LHA to make investigations and inquires of law enforcement agencies regarding any record of criminal arrest, charges and or convictions I may have which is necessary in determining my candidacy for employment or continued employment. In so doing, I waive any claim, privilege, or expectation of privacy, which I may have with respect to said information. I understand LHA will use this information only to determine my qualifications for employment and that said information shall in all other respects remain confidential.

Applicant's Signature

Date