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Estes Park Housing Authority is a quasi-governmental, not-for-profit agency, which manages rental and home ownership programs in the Estes Valley. We qualify applicants for a variety of programs and partner with many organizations in our efforts to serve the wide spectrum housing needs in the Estes Valley community. Our management includes administrative and maintenance responsibilities for over 225 rental units and home ownership units.

MAINTENANCE TECHNICIAN

General Statement of Duties:

This full-time position is responsible to plan, coordinate, and perform routine and preventative maintenance (interior and exterior), repairs and attends to improvements of facilities, grounds, and equipment managed and owned by Estes Park Housing Authority.

Job duties include, but are not limited to, the following:

- Timely response to maintenance emergencies
- Perform general maintenance tasks involving general knowledge of basic plumbing, electrical, appliance, heating and air conditioning troubleshooting and repair. Perform rough and finish carpentry, interior and exterior painting, drywall repair, window screen repair, concrete and masonry repairs, roofing, and maintain equipment for efficiency and longevity. Learn and apply good preventive maintenance skills.
- Perform all phases of ground maintenance functions to properly maintain premises.
- Ensures quality workmanship in repairs, cleaning, and paint of all dwelling units; coordinates these activities to ensure a rapid turnaround of vacant units.
- Responsible for organizing, scheduling, and performing preventative and routing maintenance of facilities, equipment, and systems.
- Assists in developing maintenance department objectives, procedures, policies, and budget projections.
- Ensures all safety procedures and regulations are adhered to.
- Provide written and computer-generated documentation and correspondence to agency and residents via notices and inspection forms, including utilizing housing software.
- Follows Equal Housing Guidelines
- Effective, responsive, and professional interactions with general public, staff, residents, vendors, subcontractors through in-person, verbal, and written interactions.
- Maintain skill level, current regulations, and policies through training opportunities.
- Other duties as expected from a maintenance role.
- Some travel required.

Supervision: The position reports to the Housing Operations Manager and does not have direct reports.

Work Location: Work will include various locations, both inside and outside.

Minimum Qualifications (Required Knowledge, Skill and Ability):

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicant must have the equivalent of a high school diploma and two years of construction trades or building maintenance experience, including the repair of building components. Applicant must also have working knowledge of custodial procedures, repair techniques, proper use and care of equipment, care and handling of chemicals and safety working procedures.

Applicant must possess basic computer skills and have the ability to use email as well online maintenance systems.

Language Skills: Ability to read and interpret documents such as safety regulations, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers and employees of organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

License and Background Check: Applicant must possess a valid Colorado Driver's License and a reliable vehicle. Applicant must pass a criminal background check.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is mostly performed autonomously. Support is available from other maintenance staff and the teamwork of all employees of the housing authority. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.

Most work is performed in a Monday through Friday schedule, the position does require being on-call during weekends. This responsibility is shared with other maintenance staff.

Hiring Range: \$45,000 - \$55,000 annually. Health, Dental, Vision and PERA retirements benefits available.

Work is characterized as being public orientated through effective public relations. Ingenuity and knowledge or resources are required to assure effective recommendation be made to solve resident issues and community concerns. Employee must interact with program participants, other EPHA, Loveland Housing Authority, and the Town of Estes Park personnel, Board Members, as well as other organizations and/or members of the public. Employee must show positive and professional conflict resolution abilities and skills. Communication should be effective through the use of face-to-face conflict resolutions and use fact based content with the intent toward positive outcomes for all parties. Employee is a key public figure for the Housing Authority and must display a professional attitude in working with residents, all staff and agencies.