



## JOB DESCRIPTION

Position Title	Department	Reports to
Maintenance Technician Grade: 2	Housing	Director of Housing/Support Services
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	7/2025

### POSITION SUMMARY

This position is responsible for providing maintenance services for developments of the agency including but not limited to routine repair work, cleaning, preventive maintenance, annual/renewal, move-in and move-out inspections, preparation for REAC inspections, emergency maintenance, lawn care and snow removal, as needed, and routine inspections for the Capital Fund Program.

The Maintenance Technician works cooperatively with the ECIA staff and any contracted service, to ensure the properties meet specific standards as established by the Department of Housing and Urban Development, United States Department of Agriculture, Iowa Finance Authority, the Eastern Iowa Regional Housing Authority (EIRHA) and the Eastern Iowa Regional Housing Corporation (EIRHC). The Maintenance technician will primarily be assigned responsibility for agency owned properties and will report to work daily at the ECIA Administrative offices to collect work orders and the maintenance vehicle.

This position often requires a high level of discretion where the potential impact of erroneous decisions or judgments could also result in moderate costs in time, money, and public/employee goodwill, and delays in important schedules could be impacted.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation(s).

- Oversees the daily and routine maintenance program of the agency developments, coordinating with the designated ECIA staff.
- Provides routine repairs to plumbing, electrical, mechanical, and structural systems of units, as assigned.
- Diagnoses problems in rental units and repair, or call the appropriate contract specialist to make the repair.
- Conducts annual/renewal, move-in and move-out inspections with the designated ECIA staff.
- Cleans and repairs vacant units for occupancy according to agency established guidelines.
- Conducts preventive maintenance as established by EIRHA.
- Paints units (inside and/or outside) as per the routine maintenance schedule or as determined by the designated ECIA staff.



- Mows, shovels snow, and trims shrubs at the property sites.
- Responds and completes work orders in a timely manner as requested by the designated ECIA staff.
- Maintains the EIRHA maintenance vehicle including rotating tires, changing oil, and fluids.
- Conducts routine Capital Fund Program progress inspections as requested by the Director of Housing and Support Services.
- Responsible for oversight of Maintenance Plan and Inventory.
- Assists and makes formal recommendations as to the budgetary line items for maintenance related and Capital Fund related projects.
- Purchases all parts, tools, and materials for the maintenance department and housing units.
- Maintains and oversees the relationships with the local contractors for painting, cleaning, plumbing, electrical, mechanical, and structural systems, as needed.
- Assists in the selection and oversight of the local contractors for snow removal and lawn care at the housing sites, where applicable.
- Maintains good working relations with the residents, public and all employees of the agency, preserving the highest standards of professional integrity.
- Responds and deals with tenant maintenance complaints and issues.
- Assists in coordinating the on-site security procedures.
- Assists in housing development/rehab projects as they occur.
- Keeps immediate supervisor informed and updated on all activities.
- Follows safe work practices and adheres to all adopted policies and procedures related to safety protocols.
- Demonstrates sensitivity, empathy, understanding and respect for all contacts and organization employees and leaders.
- Provides effective and efficient customer service, which promotes and maintains a culture of responsive community relations.
- Keeps up to date on industry trends and maintains required training, licensure, and/or certification(s).
- Performs related work as required.

## **QUALIFICATIONS**

Completion of high school or equivalent, plus technical training (certification preferred), and a minimum of two years' experience in such fields as construction, property management, HVAC, and/or refrigeration and hydronic trade.

## **LICENSE AND CERTIFICATION REQUIREMENTS**

Possession of a valid driver's license and be insurable under ECIA's and EIRHA's insurance policy. Ability to acquire licensure in the plumbing trade, HVAC trade, and refrigeration trade or hydronic trades. Maintain licensure through continuing education classes.

Ability to acquire certification as an HCV Practitioner/Specialist in HQS, Occupancy, Eligibility, Income and Rent Calculation, and or PH Management Certification, where applicable, and FSS Certification within the first year of hire.



### **KNOWLEDGE, ABILITIES AND SKILLS**

- Skill in diagnostics and basic repairs related to the carpentry, mechanical, electrical, and plumbing trades.
- Ability to paint/repaint internal and external properties as needed.
- Knowledge of computer hardware and applicable software applications.
- Ability to maintain effective working relationships with ECIA staff, supervisors, contractors, tenants, landlords, and the general public.
- Ability to handle multiple tasks and priorities.
- Ability to maintain records and procedures.
- Ability to work independently.
- Skill in handling frequent internal and external contacts on routine matters such as furnishing or obtaining information.

### **PHYSICAL REQUIREMENTS**

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 job functions in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

While performing the daily duties of this job, the employee is required to sit, stand, walk, speak, and hear; use hands and fingers to handle, feel, or operate objects, tools, controls, and equipment; and reach with hands and arms. The employee is daily required to bend, climb, balance, stoop, kneel, crouch, or crawl; access and reach difficult places and negotiate varied terrain. The employee will lift and/or move up to sixty (60) pounds, and occasionally more than sixty (60) pounds. Specific vision abilities required by this job daily include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. This position may require an incumbent to perform strenuous physical labor for extended periods of time during emergency situations.

The work environment for the position is indoors and outdoors and is subject to working near moving traffic and equipment and in confined spaces. The employee may frequently be exposed to adverse weather and other unpleasant conditions such as heat, cold, wetness, and humidity, dim, or bright lights, dust, odors, noise, vibrations, toxic agents, smoke, electrical current, and heavy machinery.

### **EEO STATEMENT**

**THE EAST CENTRAL INTERGOVERNMENTAL ASSOCIATION (ECIA) IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION IN THE WORKPLACE.** We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The ECIA makes hiring decisions based solely on qualifications, merit, and business needs at the time.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Prepared by MGT**