

**Muskogee County Community Action Foundation, Inc.**  
**Job Title- Maintenance Technician**

**Prepared:** 03/05/2024  
**Revised:** NA  
**Supervisor:** Maintenance Director  
**Other:** Safety Sensitive Position

**Job Summary**

The ***Maintenance Technician*** is responsible for performing maintenance and rehabilitation activities of HOME, National Housing Trust Fund and Tax Credit properties, as well as MCCAFA owned properties.

**Essential Job Functions**

- Performs minor repairs including but not limited to painting, sheetrock repair, installation of appliances, cleaning, carpentry, flooring installation, minor remodeling, lawn maintenance, landscaping duties and maintenance related duties.
- Performs minor electrical, plumbing, HVAC repairs not requiring a state license.
- Tests and diagnoses malfunctioning machinery/equipment/appliances and makes repairs as needed.
- Complies with the federal, state, and local building codes/ordinances and requirements
- Responds to maintenance requests in a timely manner and documents all work performed.
- Provides all receipts to designated accounting staff person.
- Retains copies of receipts related to all purchases made by the Maintenance Technician
- Complies with all applicable safety procedures and related safety equipment.
- Notifies Maintenance Director if cleaning and maintenance supplies are below adequate inventories.
- Disposes of trash from work sites.
- Confirms with the Housing Coordinator and Executive Director that tenants have been notified of scheduled maintenance activities prior to entry.
- Completes all required forms and documentation regarding the maintenance department, daily activity logs and vehicle usage logs
- Requires ***occasional*** use of personal vehicle for business purposes if a maintenance vehicle is not available. (refer to personnel policy)
- All other duties assigned by the ***Maintenance Director***.

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### **Core Job Functions for All Staff**

- Attends and participates in staff meetings.
- Complies with the Agency's policies, practices and procedures.
- Complies with the federal and state regulations issued by the Oklahoma Housing Finance Agency (OHFA) and the United States Department of Housing and Urban Development (HUD).
- Complies with all MCCAFA policies and procedures.
- Complies with the Oklahoma Landlord Tenant Act.
- Accepts assigned duties in a cooperative manner and performs all other related duties as assigned.
- Collaborates with Executive Director and Maintenance Director on quality improvement, cost reduction activities and the budget.

### **Working Conditions/Physical Demands**

The working conditions and 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.

Working conditions and physical demands include:

- Ability to walk, sit and stand for extended periods of time.
- Ability to access all areas of the facility and worksite throughout the work day.
- Ability to hear, talk, taste and smell.
- Vision ability includes; peripheral, color, long distance, close proximity, depth perception and adjusting levels of focus.
- Ability to lift and move objects both short and long distances. (Staff are required to obtain assistance when attempting to lift or transfer objects large or heavy objects)
- Ability to move about with reasonable accommodation, reach turn, twist and touch.
- Requires constant hand grasp and finger dexterity; frequent sitting, standing, walking and repetitive leg and arm movements, occasional bending, reaching forward and overhead; squatting and kneeling.
- Ability to communicate verbally with an excellent comprehension of the English language.
- Work environment will fluctuate repeatedly throughout the day. Work is performed both indoors and outdoors in varying weather elements and occasionally inside of a vehicle.
- Working conditions can include exposure to odors, fumes, infections, dust, and dirt; which may be objectionable

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**Knowledge, Skills and Abilities**

- Must have written, oral and interpersonal skills including professional phone etiquette.
- Must have flexibility with work schedule and a high level of personal integrity.
- Must demonstrate on an ongoing basis the ability to develop and maintain good working relationships with co-workers.
- Must have basic computer skills.
- Must have experience utilizing office equipment including phone systems, photocopiers and fax machines.
- Must be detail and accuracy oriented and complete tasks in a timely manner.
- Must be a team player.
- Must attend OHFA trainings and continuing education courses as needed.

**Required Education, Licensure, Experience & Health**

**Education:**

- A High School Diploma or GED.

**Licensure:**

- Current Driver's License.
- Current Vehicle Insurance.
- Acquire & maintain the required Environmental Protection Agency (EPA) certification for lead safe painting, repair & renovation.

**Experience:**

- Must have 2 years' experience performing property maintenance and minor repairs
- Must have a safe driving record
- Must meet criteria required to be covered under MCCAFA vehicle insurance plan

**Acknowledgement:**

I **agree** to abide by the philosophy, practices, and protocols of MCCAFA, Inc.

I **have read** the above ***Maintenance Technician*** job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job. I agree to abide by the requirements set forth in this document.

I **understand** the contents of this job description are presented as a matter of information only and as to MCCAFA's expectations for this position. This job description is not intended to give rise to

contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work.

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Furthermore, MCCAF reserves the right to interpret, amend, modify or cancel, terminate or withdraw any or all sections or provisions of this job description at any time with or without notice.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Housing Director

\_\_\_\_\_  
Date