###

### HOMEFRONT

PARTNERS FOR A BETTER BILLINGS

|  |  |
| --- | --- |
| **Department:**  | **Job Description** |
| **Job Title:** Maintenance I Technician | **FLSA Status**: Non -Exempt |
| **Reports To (Title):** Facilities Manager | **Position Status:** Full-time**(***Full-time, Part-time, Temporary)* |
| **Prepared By:** Chief Executive Officer  | **Schedule:** 8:00a – 4:30p (Monday – Friday) |

|  |  |
| --- | --- |
| **Rate:** $20.00 - $25.50 | **Revision Date:** May 2024 |

Under the direction of the Facilities Manager, this position performs all types of maintenance works in general operation of HomeFront while providing exceptional customer service.

***Essential Duties and Responsibilities and Expectations:***

1. General Maintenance
2. Property Grounds Maintenance
3. On-Call Duties
4. Miscellaneous Duties
5. Ensure Organizational Excellence and Core Values are being practiced. Core Values: Respect, Diversity, Integrity, Public Trust, Empathy and Professionalism.

***General Maintenance Duties:***

60 % of time

* Responsible for all tasks of general maintenance for owned units of HomeFront and HAB Development Corporation. Duties include but are not limited to, general plumbing, electrical, general carpentry, HVAC, masonry, landscaping, and sheetrock.
* Turning of vacant units, duties include but are not limited to: cleaning, painting, interior and exterior repairs.
* Assist Facilities Manager in planning and implementing periodical preventative maintenance.

***Property Grounds Maintenance Duties:***

20% of time

* Snow and ice removal on property grounds.
* Lawn care, including sprinkler system repairs.
* Ability to operate and maintain all equipment necessary to perform grounds maintenance duties.

***On-Call Duties:***

10% of time

* Participate in On-Call rotation
* Respond to emergency maintenance issues as scheduled and necessary.

***Miscellaneous Duties:***

10% of time

* Respond to communication in a timely manner.
* Track all purchase receipts for monthly submittal.
* Maintain organized vehicle and work space.
* Responsible for care and organization of company assigned vehicle.
* Support HomeFront staff as necessary.
* All other duties as assigned

***Minimum Qualifications (Experience/Education):***

* High School Diploma or equivalent.
* **Valid Montana Driver’s License & Ability to meet agency auto insurance coverage requirements.**
* **Acceptable Criminal Background Check**
* Applicant must be bondable.
* One-year of experience in building and mechanical equipment maintenance.

## *Competencies or Knowledge, Skills and Abilities (KSA’s):*

* Relate to and effectively work with low-income, elderly, and/or disabled persons in a professional and respectful manner.
* Manage time and tasks efficiently with limited supervision.
* Work professionally with co-workers, residents, vendors, and the general public.
* Speak and understand English in spoken and written form.
* Develop letters, memoranda, reports, and schedules, using grammatically correct English.
* Strong attention to detail.
* Ability to multi-task effectively.
* Conflict resolution.
* Critical thinking and problem-solving skills.
* Skilled in the use of hand and power tools.

## *Physical Demands & Working Conditions:*

|  |  |  |
| --- | --- | --- |
| Constant (67%-100%) | Frequent (34%-66%) | Occasional (1%-33%) |
| Manual dexterity (Right, Left, Both) ReachingWalkingTalking Listening Close, distant, and peripheral vision Color visionDepth perception Ability to adjust focus Moderate noiseLift up to 25 poundsClimb or balance | Standing Outdoor weather conditionsWorking near mechanical parts | Stoop, kneel, crouch, or crawlLift up to 100 poundsWet or humid conditionsExtreme cold and heatFumes or airborne particles |

HomeFront is an Equal Opportunity Employer. HomeFront does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that HomeFront reserves the right to revise or change this job description as the need arises.I have reviewed this job description and received a copy.*

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_