

# BURNETT COUNTY HOUSING AUTHORITY

P.O. BOX 41, 7350 Main St. East  
WEBSTER, WI 54893  
715-866-8231

## Job Description for Maintenance Technician July 2004 Amended April 2018

### Responsibilities:

The Maintenance Technician needs to be dependable, confident, respectful, motivated, have leadership qualities, as well as a team player. Technician is responsible for Burnett County Housing Authority (BCHA) general appearance and maintenance of the physical properties with a high standard of efficiency, cleanliness and orderliness. He/she must maintain a good working relationship with all co-workers, tenants, contractors and vendors, while abiding with HIPPA law regulations. Technician needs the ability to diagnose, repair/improve, promote quality with accuracy, thoroughness, cost effectively and in a timely manner. Duties will be performed under the supervision of the Executive Director.

### Typical Duties:

Grounds keeping and curb appeal; trash collecting, mow grass, water and fertilize lawns as need, trim shrubs and trees, snow removal from walkways and roofs along with rain gutter maintenance and cleaning. Building duties consists of; painting, plumbing, electrical wiring, equipment/tool cleaning and maintenance, preventative maintenance and other general repairs that arise. Technician is responsible for daily trash collecting, security equipment checking and the prompt completion of work order(s) for all related BCHA properties. Technician may need to assist with HQS inspections, annual unit/tenant inspections and will be responsible for tenant unit turn/over(s) on all properties owned by BCHA. He/she will need to purchase Maintenance and Housekeeping supplies, replace batteries and light bulbs, maintain and clean security lights and air conditioning units belonging to BCHA.

### Requirements:

BCHA requires a valid driver license, ability to lift without physical strain, competent use of ladder, operate small engine machinery, able to participate in maintenance emergencies, On-Call schedule, and other duties as assigned. Background experience or education is helpful but not required.



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