



## Job Descriptions – Facilities Management

<u>Classification Title</u>	<u>Page</u>
Custodial Technician.....	2
Facilities Area Supervisor.....	5
Facilities Management Specialist.....	8
Lead Maintenance Technician .....	11
Maintenance Technician I.....	15
Maintenance Technician II.....	18
Office Assistant III .....	22
OMS Camp Manager .....	25
Landscaper .....	30

**HOUSING AUTHORITY OF THE COUNTY OF KERN**  
**Job Description**

**JOB TITLE:** Custodial Technician  
**DEPARTMENT:** As Assigned  
**REPORTS TO:** As Assigned  
**FLSA STATUS:** Non-Exempt  
**APPROVED DATE:** 10/14/09

**SUMMARY**

Under supervision, performs routine cleaning duties at office buildings and/or affordable housing sites, maintaining them in clean, functional and orderly condition.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Sweeps, mops, scrubs and vacuums hallways, stairs and office spaces and apartments including bathrooms and kitchens. Washes windows, and cleans stainless surfaces. Empties trash and garbage containers. May change bedding and launder bedding and towels. Maintains buildings; may perform minor and routine painting, plumbing, electrical wiring and other related maintenance activities. May replace air conditioner filters.

May assist in the cleaning of vacant units.

Responsible for the care, maintenance and inventory of all Agency-owned supplies and equipment used to complete tasks.

May occasionally perform semi-skilled duties in the alternation, repair and maintenance of Housing Authority buildings.

Notifies management concerning need for major repairs or additions to lighting, heating and ventilating equipment. Cleans debris from sidewalk and grounds.

Incumbents filling these positions may work at varying locations with varying duties.

**Option I: Custodial Technician - Live Off-Site**

Workers filling this position will work in a property owned and/or operated by the Housing Authority but will not live on-site nor be granted an apartment as part of their compensation

**Option II – Custodial Technician - Live On-Site**

Performs janitorial duties and/or housekeeping services for tenant units/common areas/offices/breakrooms/restrooms/grounds. Receives on-site apartment as part of compensation. Utilities paid.

Works cooperatively with fellow employees, tenants and the general public.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **QUALIFICATIONS**

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.

## **EDUCATION and/or EXPERIENCE**

Six months experience in general janitorial/maintenance duties qualifying applicant to perform the above duties.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively to residents, coworkers and supervisors.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid California Drivers' License and be insurable by the Housing Authority's auto insurance carrier.

## **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 communicate with co-workers and the public. The employee frequently is required to use various hand tools. The employee is frequently required to move from one work site to another with or without a motorized vehicle. The employee may occasionally lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception as needed to operate a motor vehicle and perform maintenance tasks as listed in the essential duties. May require early morning and/or late night working hours.

## **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.

While performing the duties of this job, the employee may be exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.

**HOUSING AUTHORITY OF THE COUNTY OF KERN**  
**Job Description**

**JOB TITLE:** Facilities Area Supervisor  
**DEPARTMENT:** Facilities Management  
**REPORTS TO:** Facilities Management Specialist  
**FLSA STATUS:** Non-Exempt  
**APPROVED DATE:**09/09/03

**SUMMARY**

Under the supervision of the assigned Facilities Management Specialist, supervises the activities of maintenance employees at multiple sites engaged in the repair and maintenance of project buildings, grounds, and equipment, and does related work as required, including, but not limited to report preparation, job inspection and training new employees in an on-the-job situation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Supervises and performs work in the maintenance of project buildings and grounds such as patching roofs, replacing screens, making electrical repairs, refinishing floors and replacing ceramic and floor tiles as needed, installing or moving shelves or partitions, installing and repairing plumbing fixtures, painting walls and woodwork, servicing, repairing and adjusting equipment such as heaters, ranges, evaporative coolers, air conditioning and central heating equipment.

Inspects buildings, equipment and grounds to locate conditions indicating the need for repair and maintenance work.

Inspects work done by employees to see that it meets established standards.

Estimates time and materials needed in order to complete a job.

Assigns work and supervises the maintenance employees in assigned housing projects.

Prepares performance evaluations for workers assigned to them.

Provides information as necessary regarding industrial injuries.

Directly supervises employees in their particular maintenance department location.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Provides training and plans, assigns and directs the work of subordinates.

### **SUPERVISORY RESPONSIBILITIES**

Supervises maintenance and trainee/temporary staff assigned to work location.

### **QUALIFICATIONS**

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.

Knowledge of the practices, tools and equipment/materials utilized in the various building, janitorial and grounds keeping fields; ability to perform a variety of skilled and semiskilled maintenance and repair tasks; ability to plan and lay out work for others; ability to estimate material and labor costs; ability to make periodic and special reports; ability to effectively supervise, train, and evaluate the work of others.

### **EDUCATION AND/OR EXPERIENCE**

High School Diploma or General Education Degree (GED) and five years of experience in building and grounds maintenance work including two years as an Agency Maintenance Worker II, or any equivalent combination of training and experience, including trade schools and/or apprenticeship programs. Ability to use computer programs Word, Excel and Maintenance Software to prepare reports.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **MATH SKILLS**

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a current California Driver License and be insurable by the Housing Authority's auto insurance carrier.

Possession of or the ability to obtain within one year from the date of hire or promotion, the Uniform Physical Condition Standard (U.P.C.S.) Certification.

### **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 frequently moving from unit to unit within the assigned work location. The employee must be able to perform tasks typically requiring the use of manual and power hand tools and a computer keyboard. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, to enable handling of tools and ability to read printed work orders and computer screen. Employee must be able to communicate in person and on the telephone with the public and co-workers.

### **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.

While performing the duties of this job, the employee is frequently exposed to cold, wet and/or humid conditions, and outside weather conditions. Employee will work with and around moving mechanical parts. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is occasionally exposed to high places, such as the roofs of buildings.

**HOUSING AUTHORITY OF THE COUNTY OF KERN**  
**Job Description**

**JOB TITLE:** Facilities Management Specialist  
**DEPARTMENT:** Facilities Management  
**REPORTS TO:** Deputy Director - Facilities  
**FLSA STATUS:** Not exempt  
**APPROVED DATE:** 11/13/02

**SUMMARY**

Under the direction and supervision of the Deputy Director-Facilities, plans and supervises the maintenance and repair to Housing Authority buildings and grounds in all project locations, supervises maintenance staff, and consults with Housing Managers and other personnel. Assists in the initiation, oversight and completion of new construction projects. Assists in the preparation of grant applications, meets with tenants, prepares plans, specifications, cost estimates for rehabilitation of dwellings and assures contractor compliance with contract specifications on new construction and rehabilitation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Inspects properties/facilities for health and safety violations; facilitates, recommends and implements corrections.

Participates as required in planning, monitoring, supervising and inspecting of construction and repair projects.

Serves as a resource to the Executive Director, Deputy Director-Facilities and administrative staff and as a contact to architects and engineers on issues related to facilities planning.

Evaluates and plans for the renovation/remodel of existing facilities and helps plan new facilities.

Reports on activities in areas of responsibility as needed.

Directs and supervises the scheduling of instructional events, including safety training, for the Facilities Management Department.

Develops, reviews and monitors budgets in areas of responsibility.

Provides leadership and facilitates efforts to enhance the cleanliness, safety and physical appearance of developments.

Updates existing “as built” plans as needed.

Develops and monitors emergency response support.

Assists in the preparation of the Five-Year Construction Plan, Scheduled Maintenance and other related documents.

Serves on local and national committees at the request of the Executive Director and Deputy Director-Facilities as requested.

Does inspection of property owned and operated by the housing Authority and private sector, as required.

Assists property owners and/or staff in soliciting bids; assists in the selection of contractors; reviews contractor selection and bids; performs interviews and rates professional services for construction industry; reviews and submits construction draw-downs and change orders with recommendations; serves as compliance officer for HUD payroll certification.

Possess excellent customer service skills and the ability to work effectively in a team-oriented environment.

### **SUPERVISORY RESPONSIBILITIES**

Manages approximately 4-5 subordinate supervisors each of whom supervise a total of approximately 1- 4 employees in the Maintenance Department. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, making hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

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.

### **EDUCATION and/or EXPERIENCE**

Knowledge of Housing Authority programs, policies and procedures; Federal, State and local rehabilitation program guidelines and requirements; pertinent Federal, State and local laws, codes and regulations, including uniform building codes, zoning ordinances, electrical codes, plumbing codes and health and safety codes. Knowledge and understanding of building code specifications and construction techniques; principles of structural design; cost containment of housing development projects; prevailing wage payment requirements, principles and application of construction project management, scheduling and problem solving; and real estate financing. Ability to make accurate

estimates of time and materials required for construction projects. Knowledge of standard practices, processes and materials involved in general building maintenance. Demonstrated ability to supervise, train and evaluate semiskilled maintenance workers and their supervisors in a wide variety of housing, maintenance and repair tasks. Ability to function in a computerized environment.

Three years experience in the construction field, at the foreman or superintendent level. Minimum A.A. degree from an accredited community college or equivalent education/experience with related courses in drafting, mathematics and/or industrial arts.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid California Drivers License and be insurable by the Housing Authority's auto insurance carrier.

Must possess or have the ability to obtain within one year from the date of hire ICBO (International Conference of Building Officials) Combination Dwelling Inspector Certification and UPCS (Uniform Physical Condition Standards) Certification.

**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 communicate with residents, coworkers and the general public both in person and by telephone. The employee may be required to lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision to enable computer usage; distance vision, peripheral vision, and depth perception as needed to operate a motor vehicle and perform tasks as listed in the essential duties.

### **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.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**HOUSING AUTHORITY OF THE COUNTY OF KERN**  
**Job Description**

**JOB TITLE:** Lead Maintenance Technician  
**DEPARTMENT:** Facilities Management  
**REPORTS TO:** Facilities Management Specialist  
**FLSA STATUS:** Non-exempt  
**APPROVED DATE:** 03/12/2025

**SUMMARY**

Under general supervision, performs a variety of skilled work in the general maintenance and repair of Housing Authority building facilities.

The Lead Maintenance Technician position differs from the Maintenance Technician II position in terms of level of responsibility. This is a working lead level. The incumbent may provide direction, establish priorities, assign tasks, and coordinate work projects and the work of other personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Fill in for Maintenance Technicians when they are on vacation or leave (anything more than a couple of days).

Provide maintenance training (Plumbing, Electrical and HVAC, etc.) for new and existing employees.

Schedule regular and routine outside training.

Quality Control for Vacancies, Annuals, work orders, and curb appeal.

Receives written work orders or verbal instructions from the lead maintenance technician and completes information on work orders when work is completed.

Maintains and repairs Housing Authority buildings' electrical systems, including replacing worn or defective parts such as switches, fixtures, and plugs.

Repairs and adjusts heating, refrigerating, and air conditioning equipment (including replacing valves, filters, motors, and other parts of evaporative coolers), water heaters, gas ranges, and garbage disposals.

Installs, repairs, or replaces broken windows and screens.

Replaces missing or damaged floor or ceramic tiles. Repairs roofs as required.

Alters, repairs, or constructs structures of wood, such as partitions, counters, doors, cabinets, and window frames.

Repairs door closures and replaces locks, making keys with a key machine as necessary.

Operates and maintains saws, sanders, and a variety of other power and hand tools safely and skillfully.

Maintains and repairs Housing Authority buildings' plumbing systems, including replacing broken pipes, cleaning plugged drains and pipes, replacing floats, valves, and washers, and flushing sewer lines.

Patches, paints, and resurfaces interior and exterior walls and ceilings; patches and paints trim and doors.

Cleans vacant dwelling units, community buildings, and Development office (including restrooms), as necessary, including vacuuming, sweeping, mopping, dusting, waxing, and stripping floors, washing windows, and removal of cobwebs.

Performs grounds maintenance work, including seeding, watering, mowing, cultivating, edging, pruning, applying fertilizer, collecting rubbish, and cleaning gutters and drains. Drives truck, loads fallen tree limbs and roadside trash onto the truck, and delivers refuse to the landfill.

Conducts annual inspections of dwelling units and completes corrective maintenance and repair work indicated by such inspections.

Works cooperatively with fellow employees and the general public.

Due to the variety of funding sources at various housing developments, employee requirements may vary from site to site. Incumbents filling these positions may work at varying locations with varying duties as follows:

**Option One: Lead Maintenance Technician—Live Off-Site**

Employees filling this position will work at developments owned and/or operated by the Housing Authority but will not live on-site nor be granted an apartment as part of their compensation.

**Option Two: Lead Maintenance Technician—Live On-Site**

Employees filling this position will work at developments owned and/or operated by the Housing Authority and will be required to live on-site. Their housing and utilities are included as part of their compensation.

### **SUPERVISORY RESPONSIBILITIES**

Is responsible for training and helping evaluate all Maintenance Technician classifications

### **QUALIFICATIONS**

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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **EDUCATION and/or EXPERIENCE**

A high school diploma or general education degree (GED) and three years of experience in general building maintenance and repair work qualify the incumbent to perform the above duties at a skilled level. Must have completed at least two years of work as a Maintenance Technician I with satisfactory or above overall performance appraisal ratings and without any performance deficiencies. Must have satisfactorily completed agency-provided training in plumbing, electrical, heating, and refrigeration.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively to residents, coworkers, and supervisors.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid California Driver's License and be insurable by the Housing Authority's auto insurance carrier.

Possession of or the ability to secure within one year from the date of hire or promotion from Maintenance Technician I, the Uniform Physical Condition Standard (U.P.C.S.) Certification.

## **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 communicate with co-workers and the public. The employee frequently is required to use various hand tools. The employee is frequently required to move from one work site to another with or without a motorized vehicle and occasionally must accomplish repairs in such varied areas as building roofs, attics, and under sinks. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception to operate a motor vehicle and perform maintenance tasks as listed in the essential duties.

## **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.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, high, precarious places, and risk of electrical shock. The noise level in the work environment is usually moderate.

**HOUSING AUTHORITY OF THE COUNTY OF KERN**  
**Job Description**

**JOB TITLE:** Maintenance Technician I  
**DEPARTMENT:** Facilities Management  
**REPORTS TO:** Facilities Area Supervisor  
**FLSA STATUS:** Non-exempt  
**APPROVED DATE:** 9/9/15

**SUMMARY**

Under supervision, performs semi-skilled duties in the alteration, repair and maintenance of Housing Authority building facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Receives written work orders or verbal instructions from lead maintenance worker and completes information on work orders when work is completed.

Maintains and repairs Housing Authority buildings' electrical systems, including replacing worn or defective parts such as switches, fixtures and plugs.

Repairs and adjusts heating, refrigerating and air conditioning equipment (including replacing valves, filters, motors and other parts of evaporative coolers), water heaters, gas ranges and garbage disposals.

Installs, repairs or replaces broken windows and screens.

Replaces missing or damaged floor or ceramic tiles. Repairs roofs as required.

Alters, repairs or constructs structures of wood, such as partitions, counters, doors, cabinets and window frames.

Repairs door closures and replaces locks, making keys with a key machine as necessary.

Operates and maintains saws, sanders and a variety of other power and hand tools safely and skillfully.

Maintains and repairs Housing Authority buildings' plumbing systems, including replacing broken pipe, cleaning plugged drains and pipes, replacing floats, valves and washers, and flushing sewer lines.

Patches, paints and resurfaces interior and exterior walls and ceilings, patches and paints trim and doors.

Cleans vacant dwelling units, community buildings and Development office (including restrooms), as necessary, including vacuuming, sweeping, mopping, dusting, waxing and stripping floors, washing windows and removal of cobwebs.

Performs grounds maintenance work including seeding, watering, mowing, cultivating, edging, pruning, applying fertilizer, collecting rubbish, cleaning gutters and drains. Drives truck, loads fallen tree limbs and roadside trash onto truck, and delivers refuse to landfill.

Conducts annual inspections of dwelling units and completes corrective maintenance and repair work indicated by such inspections.

Works co-operatively with fellow employees and the general public.

Due to the variety of funding sources at various housing developments employee requirements may vary from site to site. Incumbents filling these positions may work at varying locations with varying duties as follows:

**Option One: Maintenance Technician I—Live Off-Site**

Workers filling this position will work in a development owned and/or operated by the Housing Authority but will not live on-site nor be granted an apartment as part of their compensation.

**Option Two: Maintenance Technician I—Live On-Site**

Workers filling this position will work in a development owned and/or operated by the Housing Authority and will be required to live on-site. Their housing and utilities are included as part of their compensation.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS**

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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); and one year of experience as a maintenance worker trainee or a temporary maintenance worker for the Housing Authority or two years of experience in general building maintenance and repair work, qualifying applicant to perform the above duties at a semi-skilled level.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively to residents, coworkers and supervisors.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid California Drivers' License and be insurable by the Housing Authority's auto insurance carrier.

Possession of or the ability to secure within one year from the date of hire, the Uniform Physical Condition Standard (U.P.C.S.) Certification.

### **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 communicate with co-workers and the public. The employee frequently is required to use various hand tools. The employee is frequently required to move from one work site to another with or without a motorized vehicle; occasionally must accomplish repairs in such varied areas as building roofs, in attics and under sinks. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception as needed to operate a motor vehicle and perform maintenance tasks as listed in the essential duties.

### **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.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; and risk of electrical shock. The noise level in the work environment is usually moderate.

**HOUSING AUTHORITY OF THE COUNTY OF KERN**  
**Job Description**

**JOB TITLE:** Maintenance Technician II  
**DEPARTMENT:** Facilities Management  
**REPORTS TO:** Facilities Area Supervisor  
**FLSA STATUS:** Non-exempt  
**APPROVED DATE:** 9/9/15

**SUMMARY**

Under supervision, performs semi-skilled duties in the alteration, repair and maintenance of Housing Authority building facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Receives written work orders or verbal instructions from lead maintenance worker and completes information on work orders when work is completed.

Maintains and repairs Housing Authority buildings' electrical systems, including replacing worn or defective parts such as switches, fixtures and plugs.

Repairs and adjusts heating, refrigerating and air conditioning equipment (including replacing valves, filters, motors and other parts of evaporative coolers), water heaters, gas ranges and garbage disposals.

Installs, repairs or replaces broken windows and screens.

Replaces missing or damaged floor or ceramic tiles. Repairs roofs as required.

Alters, repairs or constructs structures of wood, such as partitions, counters, doors, cabinets and window frames.

Repairs door closures and replaces locks, making keys with a key machine as necessary.

Operates and maintains saws, sanders and a variety of other power and hand tools safely and skillfully.

Maintains and repairs Housing Authority buildings' plumbing systems, including replacing broken pipe, cleaning plugged drains and pipes, replacing floats, valves and washers, and flushing sewer lines.

Patches, paints and resurfaces interior and exterior walls and ceilings, patches and paints trim and doors.

Cleans vacant dwelling units, community buildings and Development office (including restrooms), as necessary, including vacuuming, sweeping, mopping, dusting, waxing and stripping floors, washing windows and removal of cobwebs.

Performs grounds maintenance work including seeding, watering, mowing, cultivating, edging, pruning, applying fertilizer, collecting rubbish, cleaning gutters and drains. Drives truck, loads fallen tree limbs and roadside trash onto truck, and delivers refuse to landfill.

Conducts annual inspections of dwelling units and completes corrective maintenance and repair work indicated by such inspections.

Works co-operatively with fellow employees and the general public.

Due to the variety of funding sources at various housing developments employee requirements may vary from site to site. Incumbents filling these positions may work at varying locations with varying duties as follows:

**Option One: Maintenance Technician II —Live Off-Site**

Workers filling this position will work in a development owned and/or operated by the Housing Authority but will not live on-site nor be granted an apartment as part of their compensation.

**Option Two: Maintenance Technician II —Live On-Site**

Workers filling this position will work in a development owned and/or operated by the Housing Authority and will be required to live on-site. Their housing and utilities are included as part of their compensation.

**SUPERVISORY RESPONSIBILITIES**

May be responsible for training and evaluating Maintenance Worker I or Maintenance Trainee positions.

**QUALIFICATIONS**

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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) and three years of experience in general building maintenance and repair work, qualifying the incumbent to perform the above duties at a skilled level. Must have completed at least two years of work as a Maintenance Worker I with satisfactory or above overall performance appraisal ratings and without any performance deficiencies. Must have satisfactorily completed Agency provided training in plumbing, electrical, heating and refrigeration.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively to residents, coworkers and supervisors.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid California Drivers' License and be insurable by the Housing Authority's auto insurance carrier.

Possession of or the ability to secure within one year from the date of hire or promotion from Maintenance Worker I, the Uniform Physical Condition Standard (U.P.C.S.) Certification.

### **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 communicate with co-workers and the public. The employee frequently is required to use various hand tools. The employee is frequently required to move from one work site to another with or without a motorized vehicle; occasionally must accomplish repairs in such varied areas as building roofs, in attics and under sinks. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception as needed to operate a motor vehicle and perform maintenance tasks as listed in the essential duties.

## **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.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; and risk of electrical shock. The noise level in the work environment is usually moderate.

**HOUSING AUTHORITY OF THE COUNTY OF KERN**  
**Job Description**

**Job Title:** Office Assistant III  
**Department:** As Assigned  
**Reports To:** Deputy Director  
**FLSA Status:** Non-Exempt  
**Approved Date:** 10/10/01

**SUMMARY**

Under general supervision, performs a variety of clerical duties requiring a knowledge of interrelated departmental paperwork and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties maybe assigned.

Communicates effectively and may act as a liaison with residents, staff and other agencies.

Develops and maintains files of correspondence, departmental reference material and reports.

Contacts other departments for the purpose of gathering information.

May coordinate the routine assignments of other clerical personnel, checking completed work for form, completeness and accuracy.

Works on assignments requiring a high degree of initiative and independent judgment, and confidentiality.

Operates a variety of computer software, including Windows applications.

Prepares program related routine correspondence and reports, and newsletters.

Collects data, tabulates and posts data, and compiles records, reports and grant applications.

Manages supply inventory, prepares and routes requisitions for supplies, equipment or services and tracks their receipt.

Maintains control of agreements for temporary personnel.

Operates computer terminal to input and retrieve data.

Operates office machines such as typewriter, adding, calculating and duplicating machines.

Prepares reports including conclusions and recommendations for solution of administrative problems.

May be required to record and transcribe minutes of meetings.

Directs services such as maintenance, repair, supplies, mail and files for area of responsibility.

Reads incoming material and sorts it according to established file system.

### **SUPERVISORY RESPONSIBILITIES**

May supervise temporary workers or trainees.

### **QUALIFICATIONS**

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.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) required. Completion of an accredited business school preferred. Two years experience required as clerical support for social service agency or other related experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, reports and correspondence. Ability to write routine reports and correspondence. Ability to speak effectively before groups of clients or 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.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid California Driver License and be insurable by the Housing Authority's automobile insurance carrier.

### **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 occasionally required to move from place to place within the assigned office and between offices. The employee must be able to use a computer for the purpose of inputting and retrieving data. The employee must occasionally lift and/or move up to 40 pounds. The employee must be able to operate a motor vehicle.

### **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.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**HOUSING AUTHORITY OF THE COUNTY OF KERN**  
**Job Description**

**JOB TITLE:** OMS Camp Manager  
**DEPARTMENT:** Facilities Management/Housing Management  
**REPORTS TO:** Facilities Management/ Housing Management  
**FLSA STATUS:** Non-Exempt  
**APPROVED DATE:**05/14/03

**SUMMARY**

Under general supervision of the Deputy Director - Facilities or designee, works with and supervises the activities of maintenance employees engaged in the repair and maintenance of assigned project buildings, grounds, and equipment, and does related work as required, including, but not limited to training new employees in an on-the-job situation.

Under general supervision of the Deputy Director - Housing Management or designee, performs housing management and accompanying clerical tasks in accordance with established Housing Authority policies and performs other related duties as required and/or directed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Supervises and performs work in the maintenance of project buildings and grounds such as patching roofs, replacing screens, making electrical repairs, refinishing floors and replacing ceramic and floor tiles as needed, installing or moving shelves or partitions, installing and repairing plumbing fixtures, painting walls and woodwork, servicing, repairing and adjusting equipment such as heaters, ranges, evaporative coolers, air conditioning and central heating equipment.

Inspects buildings, equipment and grounds to locate conditions indicating the need for repair and maintenance work.

Inspects work done by employees to see that it meets established standards.

Estimates time and materials needed in order to complete a job.

Assigns work and supervises the maintenance employees in an assigned housing project.

Provides input for performance evaluations for workers assigned to them.

Provides information as necessary regarding industrial injuries.

Directly supervises employees in their particular maintenance department location.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Provides training and plans, assigns and directs the work of subordinates.

May accept and process applications for housing and select tenants for dwelling units in accordance with established Housing Authority occupancy policies (including but not limited to verifying income, assets and other eligibility factors, calculating rent and preparing leases and tenant file documents).

Conducts periodic inspections of development sites and of individual units, and may conduct housekeeping inspections of applicant's homes.

Performs annual and interim reexaminations of tenant eligibility with respect to income and family composition and calculates rents (including but not limited to interviewing residents, verifying income and assets and other continued occupancy eligibility factors, completing clerical work and records relative to rent, changes in family statistical data, etc.).

May perform marketing functions for the site. Furnishes information to applicants and tenants regarding available housing and Housing Authority policies and procedures.

Prepares required reports relative to the operation of the housing development, including but not limited to Housing Authority, USDA, HUD, TCAC and/or other such required statistical reports.

Monitors and enforces compliance with lease agreements by active tenants, prepares and serves notices and legal documents to tenants as required (including but not limited to 14 Day Pay or Quit Notices, late payment notice, unlawful detainers, sheriff writs, etc.).

Investigates or refers for investigation allegations of fraud, and recommends terminations and/or eviction of residents pursuant to lease violations.

Answers the telephone, routes calls and/or relays messages.

Operates office equipment including copy machines, fax machines, calculators, computer terminals and/or personal computers.

Prepares all forms and enters all data relative to computer input and analyzes computer reports.

Performs financial administration duties as needed, including but not limited to, receiving rent payments, preparing and making bank deposits, balancing accounts and preparing all required financial reports for the site.

Analyzes accounts to determine and implement effective collection methods; interviews debtors and others to obtain financial information; obtains agreement with debtors for payment of debts; explains accounts to residents, enforces collection by letter, telephone or interview; recommends to and/or confers with Deputy Directors of Finance and Housing Management regarding discharge and/or further handling of debts; keeps records of active and inactive applicants and residents.

Receives requests for maintenance service from residents, prepares and transmits service requests for maintenance staff, records and maintains records of all maintenance work performed.

May organize, operate and attend community activities and resident meetings collaborating with residents and other social agencies to improve residents' quality of life.

Performs other clerical tasks related to housing management not herein stated and relieves and/or assists other Housing Managers when required.

Works cooperatively with fellow employees and the general public.

Although the Farm Labor Center is open from April through October, the Camp Manager is a full time, year-round position. Employee is provided on-site housing and is required to be on call every other weekend.

### **SUPERVISORY RESPONSIBILITIES**

Supervises maintenance and clerical staff and trainee/temporary staff assigned to work location.

### **QUALIFICATIONS**

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.

Knowledge of the practices, tools and equipment/materials utilized in the various building, janitorial and grounds keeping fields; ability to perform a variety of skilled and semiskilled maintenance and repair tasks; ability to plan and lay out work for others; ability to estimate material and labor costs; ability to make periodic and special reports; ability to effectively supervise, train, and evaluate the work of others.

## **EDUCATION AND/OR EXPERIENCE**

Graduation from high school and five years of experience in building and grounds maintenance work, or any equivalent combination of training and experience, including trade schools and/or apprenticeship programs.

## **LANGUAGE SKILL**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Bilingual (English-Spanish) ability is desirable.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES. LICENSES. REGISTRATIONS**

Must possess a current California Driver License and be insurable by the Housing Authority's auto insurance carrier.

Possession of or the ability to secure within one year from the date of hire, the United States Department of Agriculture (U.S.D.A.) Rural Development Certification of Training and the Uniform Physical Condition Standard (U.P.C.S.) Certification.

## **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 frequently moving from unit to unit within the assigned work location. The employee must be able to perform tasks typically requiring the use of manual and power hand tools and a computer keyboard. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, to enable handling of tools and ability to read printed work orders and computer screen. Employee must be able to communicate in person and on the telephone with the public and co-workers.

## **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.

While performing the duties of this job, the employee is frequently exposed to cold, wet and/or humid conditions, and outside weather conditions. Employee will work with and around moving mechanical parts. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is occasionally exposed to high places, such as the roofs of buildings.

**HOUSING AUTHORITY OF THE COUNTY OF KERN**  
**Job Description**

**JOB TITLE:** Landscaper  
**DEPARTMENT:** Facilities Management  
**REPORTS TO:** Facilities Area Supervisor  
**FLSA STATUS:** Non-exempt  
**APPROVED DATE:** 06/13/2018

**SUMMARY**

Under supervision, the landscaper works as a member of the maintenance team and is responsible for landscape maintenance and enhancement projects. The landscaper operates a variety of equipment and has a working knowledge of horticultural practices.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Receives written work orders or verbal instructions from lead maintenance worker and completes information on work orders when work is completed.

Completes landscape enhancement projects such as removing turf, replacing sprinklers, and planting

Performs grounds maintenance work including seeding, watering, mowing, mulching, edging, pruning, applying fertilizer, collecting rubbish, cleaning gutters and drains. Drives truck, loads fallen tree limbs and roadside trash onto truck, and delivers refuse to landfill.

Maintains a clean and safe work environment including work site and equipment.

Completes the job in the most time-efficient manner meeting the Agency's standards

Completes landscape related work orders and material requisitions.

Plans and organizes the job, ensuring that sufficient resources and materials are available.

Knowledge of standard horticultural practices including but not limited to planting, pruning, corrective pruning and fertilization

Ability to adapt landscape projects to space limitations

Maintains sprinkler settings to minimize water usage while maintaining excellent curb appeal

Operates and maintains sod cutters, trenchers, and a variety of other power and hand tools safely and skillfully.

Works co-operatively with fellow employees and the general public.

### **SUPERVISORY RESPONSIBILITIES**

May be responsible for training and evaluating Trainee positions.

### **QUALIFICATIONS**

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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) and three years of experience in landscape installation and maintenance, or an equivalent combination of education, experience and training which provides the capabilities to perform the described job duties.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively to residents, coworkers and supervisors.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid California Drivers' License and be insurable by the Housing Authority's auto insurance carrier.

### **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 communicate with co-workers and the public. The employee frequently is required to use various hand tools. The employee is frequently required to move from one work site to another with or without a motorized vehicle; occasionally must accomplish repairs in such varied areas as building roofs, in attics and under sinks. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception as needed to operate a motor vehicle and perform maintenance tasks as listed in the essential duties.

## **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.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; and risk of electrical shock. The noise level in the work environment is usually moderate.