

# Northern Ponca Housing Authority

Providing Homes, Creating Communities, Changing Lives



Position Title:	Construction & Maintenance Technician Lead
Department:	Maintenance-Omaha
Reports To:	Maintenance Project Coordinator
Classification:	Full-time
Status:	Non-Exempt
Salary Range:	\$18.00-\$22.00 hourly
Location:	Omaha, NE
Hours of Work:	Monday through Friday, 8:00am-4:30pm, variations in days and time as needed
Approval Date:	March 9, 2019

## Job Function:

The Construction & Maintenance Technician Lead assists the Maintenance Project Coordinator with the day-to-day tasks associated with carrying out Indian Housing Plan modernization, rehabilitation projects and maintenance, and repair of NPHA housing units.

## Essential Responsibilities and Duties:

1. Monitor Construction & Maintenance Technicians in Omaha to ensure regulations, policy, and procedures are followed and ensure compliance of all work-related activities in a fair, ethical, and consistent manner.
2. Before starting any construction or maintenance activities, all plans of action are presented to the Maintenance Project Coordinator for approval. Then start with any trouble shooting and repair of housing unit systems including but not limited to HVAC, appliances, windows, doors, flooring, electrical systems, plumbing, and other indoor and outdoor facilities.
3. Perform required custodial, maintenance, and rehabilitation activities using carpentry, plumbing, electrical, HVAC, construction and other necessary skills.
4. Oversee the quality of work of the Omaha Construction & Maintenance Technicians and will work with each individual to teach them to improve their skills or learn new skills.
5. Ensures the required maintenance recordkeeping tasks are completed by the Construction & Maintenance Technicians and Laborers in a timely fashion.
6. Present all scheduled plans and recommendations for approval to the Maintenance Project Coordinator.
7. Perform, monitor, and assist in hazardous waste cleanup following NPHA approved processes.
8. Oversees and monitors custodial, maintenance, and construction rehabilitation activities for NPHA property and housing units in compliance with NPHA quality standards and following all of the applicable Uniform Building Code, construction contracts clauses and following any other additional codes and specifications.
9. Performs seasonal yard and snow removal work accordance with established procedures such as mowing, trimming, edging, and pruning, fertilizing, watering, reseeding and weeding. Makes ground care decisions such as cutting height, pruning requirements and plant spacing. Removes snow and ice from sidewalks with snow blowers, shovels and de-icing materials.
10. Estimating work order costs including; labor, supplies, and materials by using a scope of work as needed, and request the approval of the Maintenance Project Coordinator.
11. Prepares list of materials and supplies needed for the jobs to be ordered before the job starts, ensuring purchase orders are created for every purchase.
12. Certifies the completion of empty units, work orders and provides timely reports on completed tasks, projects and performs required maintenance recordkeeping.

1501 W. Michigan Ave, Norfolk, NE 68701

P: 402-379-8224, F: 402-379-8557

[www.poncahousing.org](http://www.poncahousing.org), [admin@poncahousing.org](mailto:admin@poncahousing.org)

# Northern Ponca Housing Authority

## Providing Homes, Creating Communities, Changing Lives



13. Monitor inventory of vehicles, tools, equipment, and supplies in Omaha then present the monthly report to the Maintenance Project Coordinator.
14. Maintains a detailed breakdown of all the repairs and maintenance on NPHA units in property management software, Excel spreadsheet, other databases, paper files and present a monthly report to the Maintenance Project Coordinator.
15. Prepares regular monthly percentage of completion progress reports and documentation for maintenance, modernization, rehabilitation, construction, and inspection activities.
16. Carries a pager after hours to handle emergency maintenance calls.
17. Assists or performs unit inspections including; annual, move-in, move-out, contractor, and maintenance inspections.
18. Assist in project plans, for rehabilitation and construction projects, and performs randomly Davis Bacon interviews to contractor's and subcontractor's employees and performs all site inspections, and other activities as requested.
19. Works as a team to develop a "best practice" approach in housing functions.
20. Assist Maintenance Project Coordinator with input for annual evaluation for Omaha Construction & Maintenance Technicians.
21. Perform other duties as assigned.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures, including general carpentry, construction, plumbing, electrical, HVAC.
2. Must have in-depth knowledge and on the job experience with construction techniques, Uniform Building Codes and practices, blue prints, construction materials and construction equipment and tools.

### **Requirements and Qualifications:**

1. High School diploma or its equivalent.
2. Associate's Degree in general construction.
3. Experience handling computers with all MS Office products, databases, and/or property management software.
4. Five years on the job experience working in property management, construction field or a similar industry.
5. Two to three years of previous construction leading experience.
6. Experience with estimating repair and construction costs.
7. Must provide own tools.

### **Desirable Qualifications:**

1. Bachelor's Degree in general construction or related field.
2. Previous experience in Tribal Housing or HUD Programs.
3. Home Inspector Certification.
4. HVAC Certification.
5. Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
6. Knowledge of arithmetic, measurements, calculations, algebra, geometry, calculus, statistics, and their applications.

1501 W. Michigan Ave, Norfolk, NE 68701

P: 402-379-8224, F: 402-379-8557

[www.poncahousing.org](http://www.poncahousing.org), [admin@poncahousing.org](mailto:admin@poncahousing.org)

# Northern Ponca Housing Authority

Providing Homes, Creating Communities, Changing Lives



## Physical Requirements/Working conditions:

1. Majority of time (85%) is spent working at job sites outdoors or indoors which includes standing, walking, stooping, bending, and lifting.
2. The job requires performing physical activities that require considerable use of your arms and legs and moving your whole body, such as; climbing, lifting, balancing, walking, bending, stooping, standing and handling of materials, installing, positioning, moving, and manipulating materials.
3. Ability to climb ladders for heights of up to 32 feet, and crawl for distances of 20 feet, working at heights for extended periods of time, working in tight areas such as crawl spaces.
4. Ability to work with heavy tools, lumber and materials.
5. Ability to lift and manipulate objects of up to 80 lbs. for 50 feet.
6. Driving throughout NPHA service area is required.

## NPHA Requirements:

1. Ability to follow policies and procedures, such as personnel, safety, housing, maintenance, etc.
2. Ability to establish and maintain effective relationships with NPHA staff, contractors, tenants, and tribal members.
3. Ability to understand and relate to Native American traditions, customs, and socioeconomic conditions.
4. Works as a team to develop a "best practice" approach in housing functions.
5. Must be able to work with little or no supervision.
6. Must have a valid Driver's License and be insurable throughout the duration of employment.
7. Comply with drug and alcohol-free workplace policies.
8. Successful completion of background screens.

IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.

---

Employee Name

Signature

Date

---

Supervisor Name

Signature

Date

1501 W. Michigan Ave, Norfolk, NE 68701

P: 402-379-8224, F: 402-379-8557

[www.poncahousing.org](http://www.poncahousing.org), [admin@poncahousing.org](mailto:admin@poncahousing.org)