

**Hudson River Housing, Inc.**  
**Position Description**

**Position:** Maintenance Technician

FLSA Category (Check one):       Exempt                       Non- Exempt

Primary Site Assigned to: Responsible for all HRH locations but will begin each work day at 391 Manchester Road

Immediate Supervisor: Facilities Supervisor

**General Description:**

The Maintenance Technician responsible for routine plumbing, carpentry, masonry, electrical, HVAC and construction for all HRH owned properties. Will also be responsible for basic service to equipment as needed.

**Principal Duties:**

1. Provide routine maintenance and repairs for all buildings, grounds and equipment as indicated above.
2. While performing daily tasks, if any repairs are observed they should be reported to the Facilities Supervisor.
3. Expected to leave a job upon completion or at the end of a work day as “broom clean”.
4. Proper housekeeping must be maintained in the workshop and storage areas.
5. Pickup equipment and/or supplies, as needed.
6. As maintenance supplies need to be replenished shortages should be reported to the Facilities Supervisor..
7. Power tools and equipment must be locked and secured in designated storage areas when not in use.
8. Perform work assignments in accordance with all safety requirements. Protective Equipment must be worn as applicable.
9. Provide snow shoveling, plowing, sanding and salting as required for all sites. On-call availability for emergency repairs and related situations, such as snow removal is required. (Nights and Weekends).
10. Other duties as required.

**Qualifications:**

**Education/Knowledge/Experience:** Proven experience for a minimum of 5 years in the building maintenance field including plumbing, carpentry, masonry, HVAC and electrical, Must have a good understanding of basic construction and general small equipment repair skills.

**Required Behaviors:** Ability to work independently but also able to function as part of a team. Must have a good attention to detail, able to follow directions and have a sense of pride in completed work. Must be dependable and able to maintain an openness to a rotating daily work schedule. Must also have a high energy level, able to stand for long periods of time, be able to lift at least 70 pounds, go up and down stairs while carrying things, work in extreme temperatures outdoors and able to climb a ladder.

**License Requirements:** Valid NYS Driver's license and reliable transportation to be able to respond to the On-Call emergencies.

**Other:** Personal/cell phone required

Hudson River Housing is dedicated to maintaining a work environment that is free from harassment and discrimination on the basis of age, race, creed, color, national origin (including ancestry), religion, gender or sex, gender identity or expression, sexual orientation, pregnancy (including childbirth and related medical conditions), alienage or citizenship status (unless required by law), disability, reproductive health decision making (including, but not limited to, the decision to use or access a particular drug, device, or medical service), marital status, partnership status, caregiver status, domestic violence victim status, familial status, military status, unemployment status, genetic information (including genetic characteristics), or any other protected status under federal, state, or local laws. Hudson River Housing is dedicated to the fulfillment of this policy with respect to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, compensation, termination, and all other terms, conditions, and privileges of employment.