

Position Title: Maintenance Support Technician

Department: Maintenance

Reports To: Maintenance Supervisor

Position Summary

The Maintenance Support Technician assists in maintaining public housing properties in a safe, sanitary, and attractive condition. This position performs routine maintenance, groundskeeping, custodial duties, and minor repairs to support the Housing Authority's mission of providing quality affordable housing for residents.

Essential Duties and Responsibilities

- Assist with routine maintenance and repair of housing units, common areas, and Authority-owned facilities.
- Perform basic repairs including painting, drywall patching, plumbing, electrical, carpentry, and appliance maintenance under supervision.
- Conduct unit turnovers, including cleaning, painting, and preparing units for new occupancy.
- Maintain grounds by mowing, trimming, edging, removing debris, and ensuring curb appeal standards are met.
- Assist with trash collection and disposal throughout Housing Authority properties.
- Respond to resident maintenance requests in a timely and professional manner.
- On-call for after-hours maintenance emergencies two weeks a month.
- Assist with preventive maintenance activities and inspections.
- Maintain inventory of maintenance supplies and equipment.
- Operate maintenance vehicles, tools, and equipment safely.
- Report safety hazards, vandalism, and property damage to supervisors.
- Assist during emergencies, severe weather events, and after-hours maintenance situations as needed.
- Ensure compliance with HUD regulations, Housing Authority policies, and safety standards.

Knowledge, Skills, and Abilities

- Basic knowledge of building maintenance and repair techniques.
- Ability to use hand tools, power tools, and maintenance equipment safely.
- Ability to understand and follow written and verbal instructions.
- Ability to establish and maintain positive working relationships with residents, staff, contractors, and the public.
- Ability to perform physically demanding work in various weather conditions.

Minimum Qualifications

- High school diploma or GED preferred.
- One (1) year of maintenance, custodial, groundskeeping, or related experience preferred.
- Valid Texas driver's license and insurable driving record.
- Ability to pass a background check and drug screening, if required.

Physical Requirements

- Frequently lift and carry up to 50 pounds.
- Stand, walk, bend, kneel, climb ladders, and perform repetitive motions.
- Work indoors and outdoors in varying weather conditions.

Preferred Qualifications

- Experience in public housing, multifamily housing, apartment maintenance, or facilities maintenance.
- Basic knowledge of HUD housing standards and inspection requirements.
- Trade certifications or vocational training in maintenance-related fields.

Benefits & Compensation

- Medical, dental, vision, & life insurance policies available after completion of probationary period.
- SEP IRA Retirement Contribution after completion of probationary period.
- On Call pay compensation
- Paid holidays
- PTO & Sick leave
- Competitive salary based on experience

Please email resume to clerk.b@bastrophousing.com or apply in person at 502 Farm St. Bastrop, TX 78602.

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