



**NEIGHBORS OF  
WATERTOWN, INC.**

**A Neighborhood Preservation Company  
Serving Watertown Since 1969**

Job Title: Maintenance Technician

Classification: Full-Time, Non-Exempt

Reports to: Maintenance Supervisor

Date: Revised: May 2020

## **JOB DESCRIPTION**

### **Summary/Objective**

Neighbors of Watertown, Inc. (NOWI) provides a variety of quality affordable housing opportunities to the residents of the City of Watertown and Jefferson County. These opportunities include over 400 residential units as well as approximately 30 commercial rental spaces that are maintained by the company. Most units are located in the City of Watertown and the remaining units are in the Village of Philadelphia area.

The maintenance worker position, under limited supervision, performs work to maintain rental property owned or managed by the company. This is an hourly position. This position will rotate afterhours on call duties with other maintenance workers. Employee also performs related work as assigned.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Performs routine maintenance on building interior and exterior.
2. Maintains a schedule of when maintenance has been performed and when next service is due.
3. Works in a safe manner and recognizes unsafe situations. Takes appropriate action to ensure safety of themselves and others in building.
4. Adheres to the set work schedule and all other company policies.



**The Housing & Redevelopment Store**  
112 Franklin Street, Watertown, NY 13601  
Phone (315) 782-8497 Fax (315) 782-0102  
[www.neighborsofwatertown.com](http://www.neighborsofwatertown.com)





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### **Competencies**

1. Plumbing
2. Electrical
3. Heating
4. Grounds upkeep
5. Unit turnovers
6. Decision Making
7. Thoroughness
8. Time Management
9. Customer/Client Focus

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Work Environment**

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions at job sites. The noise level in the work environment and job sites can be loud.

### **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.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Position Type/Expected Hours of Work**

This is a full-time position, and hours of work and days are generally Monday through Friday, 7:00 a.m. to 3:30 p.m. Some weekends or evening hours necessary in on-call situations.



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## **Travel**

Some travel to scattered sites is required.

## **Required Education and Experience**

1. High school diploma or GED.
2. Prior maintenance experience on areas listed above
3. Ability to work well with others and share duties
4. Good organizational skills
5. Reliable transportation for accessing scattered work sites
6. Ability to pass a thorough background check

## **AAP/EEO Statement**

Neighbors of Watertown, Inc. provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_



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