

**HOUSING AUTHORITY OF COVINGTON  
POSITION DESCRIPTION**

**POSITION:** Apartment Maintenance Technician

**REPORTS TO:** Maintenance Foreman

**REVISED DATE:** 4/14/26

**CLASSIFICATION:** Regular Full-Time

**FLSA:** Non-Exempt

**POSITION SUMMARY:**

The Apartment Maintenance Technician performs a wide range of routine maintenance work across multiple apartment type buildings within the housing authority's residential properties and facilities. This classification requires working knowledge in one or more building maintenance trades (e.g., carpentry, plumbing, electrical, painting).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following duties are representative of the position and are not intended to be all-inclusive:

1. Perform or assist with work orders for apartment maintenance, repair, which may include tasks such as carpentry, plumbing, electrical, HVAC, boiler and painting.
2. Perform or assist with scheduled and corrective maintenance on equipment for proper operation (e.g. change filters, lubrication, HVAC controls).
3. Perform basic carpentry work such as replacement or repair of doors and hardware, install or repair cabinets, repair roofs, gutters and downspouts, replace floor tiles, patch walls and ceiling.
4. Diagnose and troubleshoot issues such as plumbing (e.g. leaks, faucet installation and repair, commodes, water leaks, clogged drains), light electrical (e.g. replace outlets, switches, lighting) and heating and cooling systems.
5. Perform or assist renovation tasks such as plastering and sheetrock repair, mixing plaster and drywall mud, removing old plaster and lathe, ground coat, installing drywall and painting.
6. Assist in inspecting residential units and facilities to identify maintenance needs and ensure properties meet local, state and national codes and are maintained in a safe, sanitary, and habitable condition.
7. Operate tools, equipment, and machinery safely and in accordance with training requirements.
8. May assist or perform landscaping duties.
9. Participate in emergency maintenance response, including scheduled on-call, evening, and weekend coverage.
10. Perform other related duties as assigned to support departmental and organizational objectives.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of the principles, practices, tools and materials used in two or more building trades (e.g. carpentry, plumbing, painting, masonry, HVAC or electrical trades).
2. Basic knowledge of HVAC and boiler systems and/or ability to learn to diagnose and perform minor repairs consistent with licensure and safety requirements.
3. Practical knowledge of occupational hazards and safety procedures applicable to maintenance and construction trades.

4. Skilled in the use and care of hand tools, power tools and specialized maintenance equipment required in building and equipment maintenance and construction trades.
5. Ability to utilize technology for communication and work order system.
6. Must have the ability to establish and maintain effective working relationships with employees, residents and the general public.
7. Ability to work as a team or independently, prioritize tasks, and meet established deadlines.
8. Ability to learn and apply knowledge to the housing authority's water and gas distribution system.
9. Effective verbal and written communication skills.
10. Ability to provide instruction, coaching, and knowledge-sharing to other maintenance personnel.
11. Ability to share knowledge and work as part of a team.

**MINIMUM EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent.
- Valid driver's license and insurable driving record required.

**PHYSICAL REQUIREMENTS:**

This position requires the ability to perform essential job functions with or without reasonable accommodation, including:

- Lifting, carrying, pushing, and pulling up to 50 pounds.
- Frequent standing, walking, bending, stooping, kneeling, climbing ladders, and working in confined spaces.
- Working at heights and outdoors in varying weather conditions.
- Exposure to dust, noise, mechanical equipment and other environmental conditions that require pest management.
- Ability to work for extended periods of time in inclement weather including but not limited to freezing temperatures and 90 plus degree temperatures, rain and snow.
- Appropriate personal protective equipment (PPE) and weather-appropriate attire are required.

The Housing Authority of Covington is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. In compliance with the ADA, we will make reasonable accommodations for qualified individuals with disabilities to perform the essential functions of the job and encourage both prospective and current employees to discuss potential accommodations with the employer.