

POSITION DESCRIPTION APPROVAL

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50535367

Allocation Action:	Affirmed
Official Allocation:	MAINTENANCE REPAIR 1
Job Code:	128650
Pay Level:	WS-210
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	02/21/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	187440
Consultant:	CDU
Supervisor:	JLR



STATE CIVIL SERVICE

## POSITION DESCRIPTION

Form Revision Date: 7/2021

STATE CIVIL SERVICE  
P.O. BOX 94111 – CAPITOL STATION  
BATON ROUGE, LA 70804-9111  
[SCSPDS@la.gov](mailto:SCSPDS@la.gov)

## 1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, please attached master list of positions.

☒ UPDATE ☐ AGENCY APPEAL ☐ MASTER \_\_\_\_ # requested☐ JOB CORRECTION ☐ 5.3 APPEAL ☐ CAREER  
PROGRESSION GROUP☐ NEW POSITIONMAJOR AGENCY CODE &  
PERSONNEL AREA CODE  
0A04POSITION NUMBER  
50535367

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)

CURRENT PAY LEVEL

CURRENT OFFICIAL JOB CODE  
128650

REQUESTED OFFICIAL JOB TITLE

Maintenance Repairer 1

REQUESTED PAY LEVEL  
WS-210REQUESTED OFFICIAL JOB CODE  
128650

## 2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT NUMBER  
50025984WORK PARISH  
EBRPERSONNEL SUBAREA  
5000

EMPLOYEE GROUP (CHOOSE ONE)

☒ FT HOURLY  
☐ FT SALARY  
☐ PT HOURLY

COST CENTER

GRANT

FUND

WBS ELEMENT

ORDER

## 3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

Scott Oscar

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

dackoury@lhc.la.gov

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation / Quail / Operations

HUMAN RESOURCES TELEPHONE

( 225 ) 8841

OFFICIAL TITLE OF SUPERVISOR

Juon Wilson

DIRECT SUPERVISOR'S POSITION NUMBER

50468924

HUMAN RESOURCES EMAIL

dackoury@lhc.la.gov

## 4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME

POSITION NUMBER

OFFICIAL JOB TITLE / AGENCY

## 5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED

☐ DETERMINES WORK ASSIGNMENTS ☐ RECOMMENDS HIRING/PROMOTIONS ☐ TRAINS STAFF  
☐ REVIEWS AND APPROVES WORK ☐ PREPARES & SIGNS PES RATING ☐ APPROVES LEAVE

0

NUMBER OF DIRECT  
SUBORDINATES

## 6 ATTACHMENTS

Check to indicate attachments.

☒ Organizational Chart (required) ☒ Duties / Responsibilities (required) ☐ Comments ☐ MJD Position Numbers ☐ Contracted Personnel Form

## 7 SIGNATURES

Sign and print below.

EMPLOYEE

DATE

☐ I certify that the information in this document is true and correct to the best of my knowledge.  
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

DIRECT SUPERVISOR

DATE

☐ I certify that I agree with this document.  
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

APPOINTING AUTHORITY (Required)

DATE

2/16/2022

☒ I certify that I agree with this document.  
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

PRINT NAME AND TITLE OF APPOINTING AUTHORITY



## 8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

### 40% Interior Maintenance

- Informs Department Head of all vendors/contractors and repairmen on-site, with reason and final results. Contacts vendors as necessary and conduct regular assessments of buildings. Performs regular quality checks on HVAC, air conditioning, plumbing, and electrical systems checking and responding to imminent safety issues. Manages daily electronic building & maintenance tickets as well as email requests daily.
- Testing and recommending new maintenance products. Coordinating deliveries from vendors and suppliers keeping documents of building and maintenance inspections and problems. Performs mechanical and skill crafts repairs. Cleans, and performs preventative and minor maintenance on all equipment used.
- Maintains upkeep of grounds and building daily. Assists with the sprinkler system scheduling. Picks up trash and debris on the grounds daily. Empties grounds garbage cans and ashtrays. Secures and protects equipment from damage, harm, theft and performs forms minor carpentry repairs. Paints wall and touch up paint when necessary. Ensures that buildings provide a safe working environment and serve their intended function. Moves and assembles furniture and equipment. Hang whiteboards, bulletin boards' pictures, changes doorknobs & locks, manages inventoried key systems, Assist with moving furniture, setting up, and taking down furniture for meetings and assemblies.
- Performs minor electrical repairs, small appliances. Ensuring wiring is correct according to voltage, makes recommendations when a higher level of expertise is needed. Inspects and replaces burned-out light bulbs all over the buildings and in elevators and other locations as needed. Prepares purchase orders for approval.

### 30 %

- Performs plumbing repairs on sinks, toilets, and waterlines to ice makers and refrigerators. Monitors the Paper Recycling Program. Keeps copy paper supplied in designated areas as needed. Makes sure building, fire inspection is current and maintained. Monitors chiller and generator, air ventilation systems of LHC buildings. Ensures all HVAC work is performed by industry standards. Monitors the Niagara HVAC database. Adjust indoor air temperature as needed.
- Estimates labor and materials on repairs and requests supplies and materials as needed. Ensure all expenditures are pre-approved before purchases and that invoices and receipts are submitted to Department correctly and timely. Ensure that all work performed by licensed, professional contractors are performed correctly and satisfactorily, and in accordance with industry standards.

### 25%

- Ensures that all LHC fleet is mechanically in good safe, running condition, inspected, and in compliance with all road hazards and safety requirements. May perform minor maintenance if necessary (change, tire, battery). Responsible for ensuring oil changes are done in effective rotation and that all vehicles are inspected monthly as following Office of Risk management Requirements. Responsible for dropping off and picking up vehicles for maintenance and repair, in emergencies pick-up and drop off vehicles (includes site-to-site). Maintain building and safety as required by ORM, OSHA, codes, and local ordinances. This position is considered an essential personnel position. Must be available for after-hours and emergency scenarios as deemed by Department Head and State Office of the Governor. Must assist with emergency preparedness (purchase fuel, secure the buildings, set emergency lights, etc.). Assist with a surplus, document management drop-offs, and pick-ups of boxes equipment, truck rentals, and inventory.

### 5 %

- Other duties as assigned.



# Louisiana Housing Corporation – Facilities Operations

01/2022

