

Position Title:	MAINTENANCE MECHANIC		
Reports to:	Property Manager	Salary Rate:	\$36,400 - \$41,600
Department:	Public Housing Operations	Date:	November 2023

General Statement of Duties:

Under supervision of the Property Manager, performs intermediate skilled work in the general repair and maintenance of authority buildings; does related work as required. Work is performed under regular supervision. Supervises other maintenance personnel and engages in repair work in a variety of trades.

Essential Job Functions (Illustrative Only):

1. Performing carpentry, plumbing, electrical and mechanical system maintenance, and repair tasks.
2. Installing appliances, doors, windows, floors, electrical, plumbing, and mechanical facilities, and equipment.
3. Performs carpentry and mechanical maintenance work on buildings, facilities, and equipment.
4. Repairs and replaces roofs. Maintains and repairs woodwork, hardware, screens, cabinets, etc.
5. Repairs buildings, doors, windows and floors and performs locksmith functions.
6. Installs, maintains, and repairs appliances and plumbing and electrical facilities.
7. Unstops sinks, commodes, bathtubs, and sewer lines.
8. Repairs heating and cooling systems and broken pipes.
9. Replaces shingles and siding. Installs sheetrock, vinyl, ceramic, and parquet.
10. Reconditions dwelling units for new clients. Performs all necessary

maintenance and repair work to make unit ready for occupancy.

11. Performs electrical, plumbing and mechanical maintenance work in the repair and maintenance of air conditioning, heating and refrigeration equipment, electrical wiring and plumbing systems.
12. Maintains records and logs.
13. Provides on-the-job training for maintenance personnel assigned to projects.
14. Performs related tasks as required.

Required Knowledge and Abilities:

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

1. Any combination equivalent to completion of standard high school or trade school and four (4) years of experience using the tools in one or more of the building trades.
2. Knowledge of the common practices, tools terminology, and accident precautions of a variety of trades.
3. Knowledge of applicable code requirements.
4. Ability to work from plans and specifications and to follow rough sketches and oral instructions.
5. Ability to estimate time and materials needed.
6. Ability to get along with others.
7. Good physical condition.
8. Ability to render first aid if needed.
9. Thorough knowledge of common hand tools used in building maintenance work.

10. Thorough knowledge of the building trades.
11. Skill in the use of tools used in the building trades and of the necessary safety precautions.
12. Ability to work independently.
13. Ability to maintain records and logs.
14. Ability to establish and maintain effective working relationships with residents and associates.

Physical Requirements:

1. This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
2. Requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions.
3. Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
4. Hearing is required to perceive information at normal spoken word levels.
5. Visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly, or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
6. The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.
7. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

Special Requirements:

1. Valid driver's license required and must maintain eligibility for coverage under the Authority's automobile insurance.
2. Must pass a drug screen.
3. Must supply a criminal background record.

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