



## JOB DESCRIPTION

JOB TITLE: Maintenance Mechanic, II                      DIVISION: Maintenance  
FLSA STATUS: Non-Exempt                                      DEPARTMENT: Public Housing  
REPORTS TO: Asset Manager/Senior Asset Manager

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**POSITION OVERVIEW:** The Maintenance Mechanic, II will perform all duties and tasks pertaining to maintaining, inspecting, and repairing the sites and units.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Performs duties and responsibilities commensurate with assigned functional area which may include any combination of the following tasks:*

**Conduct daily activities in accordance with the policies and rules of the Housing Authority, as well as Federal, State, and local agency laws, ordinances and regulations pertaining to housing authority activities.**

- Practice safety precautions and be safety conscious at all times.
- Identify, report, and repair (when within scope of duties) safety hazards and code violations.
- Provide on-the-job training to other employees as necessary.
- Participate in assignments involving painting, masonry, plumbing, hvac, carpentry, electrical and other craft skills in repairs to buildings, equipment.
- Perform masonry, stucco, plaster, and concrete work in connection with buildings, hardscape and foundations.
- Maintain generators as applicable to assigned site.
- Maintain life safety station.
- Ensure generators for elevators are properly fueled, as applicable.
- Evaluate maintenance requests and make recommendations regarding the need to hire an outside contractor to perform job.
- Clean a wide variety of heating, ventilating, air conditioning and other mechanical equipment. Repair or replace wall heaters and exhaust fans.
- Replace or repair screens, windows, kitchen cabinets, door locks, etc. Install windows and window glass. Repair and install window coverings. Install various appurtenances and fixtures.

- Perform a variety of electrical tasks. Repair or replace light switches, receptacle outlets, light fixtures, circuit breakers, etc. Test light switches and electrical outlets. Conduct ground fault detection tests.
- Perform a variety of carpentry tasks. Install replace and/or repair doors install and/or repair cabinets and handrails. Repair, gutters and downspouts. Replace and/or install floor tiles. Repair sheet-rocked walls and ceilings.
- Operate and repair hand and power tools, and mechanical equipment. Perform equipment preventive maintenance tasks such as checking for proper equipment operation; lubricating bearings, changing air filters, and changing heat exchanger and condenser coils.
- Drive trucks, tractors, and other powered equipment.
- Perform a variety of plumbing tasks. Unstop sewers and drains. Measure, cut, thread, join and install supply, drain, and vent piping. Maintain, and repair all pipes, fittings, fixtures and water systems. Inspect and repair plumbing fixtures, check drain lines to insure they are free of obstruction.
- Fill out and/or complete work orders, reports, inspections, inventories, requisitions, and other written documents.
- Perform any other duties as assigned.

### **Working Conditions**

Work is generally performed in an outdoor setting in all types of weather conditions with exposure to outdoor elements, often involving bending, stooping, crawling, and working at heights. Work frequently involves moving from one physical location to another throughout the workday, and involves exposure to hazardous chemical, dust, dirt, solvents, cleaners, and lubricants related to work assignments following proper safety precautions. Incumbents must be able to lift up to 50 pounds unassisted.

### **To perform the job successfully, an individual should demonstrate the following competencies:**

- **ETHICS** – Treats people with respect; meets commitments; inspires the trust of others, works with integrity and ethically; upholds organizational values.
- **PROBLEM SOLVING** – Works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **CUSTOMER SERVICE** – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to request for service and assistance; meets commitments.
- **INTERPERSONAL SKILLS** – Focuses on solving conflict, not blame; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remain open to others' ideas and tries new things.
- **BILINGUAL COMMUNICATION** – Speaks, reads and writes English & Spanish clearly and persuasively in all types of situations; listens and gets clarification; responds well to questions, demonstrates group presentation skills; participates in meetings.
- **WRITTEN COMMUNICATION** – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

- **TEAMWORK** – Gives and welcomes feedback; contributes to building a positive team spirit; puts success of the team above own interest; supports everyone’s efforts to succeed.
- **ORGANIZATIONAL SUPPORT** – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization’s goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- **JUDGEMENT** – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **PROFESSIONALISM** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **ADAPTABILITY** – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **ATTENDANCE/PUNCTUALITY** – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meeting and appointments on time.
- **DEPENDABILITY** – Follows instructions, responds to management direction; takes responsibility for own actions; keep commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- **INITIATIVE** – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offer help when needed.

## **KNOWLEDGE AND ABILITY REQUIREMENTS**

- Ability and willingness to practice and enforce applicable safety rules and regulations of the work area to include wearing safety equipment such as back braces, gloves, goggles and safety shoes as needed to ensure compliance with safety policies.
- Ability to utilize all electrical and hand tools to include a ruler, hammer, square, level, skill saw, and sander as needed to perform maintenance activities.
- Knowledge of standard practices of multiple building trades, including the use of materials and tools.
- Knowledge of electrical, gas and water connections.
- Ability to determine actions necessary in order to correct problems or errors encountered during maintenance activities.
- Knowledge of department policies, procedures and common practices regarding maintenance activities to include repairs or replacements.
- Ability to communicate orally with subordinates, tenants, and supervisors as needed to relay information or instructions tactfully regarding maintenance projects.
- Ability to maintain effective working relations with supervisors, subordinates, tenants and the general public.
- Ability to write clearly and complete required forms and paperwork as needed to order materials.

- Knowledge of accepted building methods and techniques used during maintenance activities. Knowledge of proper pesticide application to include composition, appropriate uses, and safety issues as needed to spray or release chemical solution or toxic gases used to eliminate and control rodents, insects, and snakes.
- Ability to read orders, diagrams, drawings, sketches or written instructions as needed to perform the work, to understand a work order, to locate underground lines.
- Ability to operate trucks and light tractors safely and according to traffic laws and regulations.
- Ability to perform moderately heavy manual work for prolonged periods and in all types of weather conditions and perform cleaning tasks.
- Knowledge of the safe operation and general maintenance of power equipment, mechanical, hand and electrical tools.
- Ability to understand and follow oral and written instructions.
- Ability to perform basic math skills to include addition, subtraction, division, and multiplication as needed to compute labor time, estimate damage cost and material usage.

### **EDUCATION / FORMAL TRAINING / EXPERIENCE**

Heating, Ventilation and Air Conditioning Certification (HVAC), Four (4) years of apprenticeship training and four (4) years of journey-level experience in building maintenance, plumbing, some electrical and carpentry, and general maintenance or related field. Valid Driver's License: Experience in the operation of trucks and related automotive equipment, or any combination of education and experience which provide required knowledge, skills, and abilities.

### **PHYSICAL DEMANDS**

- Ability to carry, lift push and manipulate articles/objects weighing up to 80 pounds for 50ft is required with assistance.
- Ability to work with chemicals, cleaning agents, or similar solutions.
- Ability to climb two or more flights of stairs.
- Must be physically able to stand, walk, sit, speak, hear and see to perform the duties of this position.
- Ability to perform tasks in all areas and aspects of construction and renovation projects.
- Ability to work with tools, lumber and varied building materials.

### **ADDITIONAL REQUIREMENTS:**

Must be willing to be on-call as assigned to work: nights, weekends, holidays or as needed to complete emergency work orders on all PHA properties, work during natural disasters and adverse weather conditions as necessary. Must have and maintain a valid driver's license and an insurable driving record for the last three years, be bondable and insurable by the insurance carrier of the Housing Authority and be willing to wear safety equipment such as back braces, gloves, goggles, and safety shoes while performing tasks.

Qualified applicants may apply by emailing [Jobs@pbchaf1.org](mailto:Jobs@pbchaf1.org) or [ndozier@pbchaf1.org](mailto:ndozier@pbchaf1.org). Please send an updated resume and internal employment application with Attention Nicol Dozier, Interim Human Resource Manager in the subject line. Deadline to apply is August 30, 2019 at 5pm. No phone calls please.