

Columbus Housing Authority – Position Description

Job Title: Maintenance Mechanic

Classification:02

OT: Non-exempt

Department: Maintenance

JOB SUMMARY:

Responsible for installing and checking equipment, and the maintenance of all Housing Authority properties and grounds to insure their continued decent, safe, and sanitary condition.

Work is performed under the general supervision of the Maintenance Coordinator with limited direct supervision.

EXAMPLES OF WORK PERFORMED:

1. Performs all dwelling maintenance, which will include carpentry, plumbing, refrigeration, electrical, heating, painting, interior wall repair, and roofing.
2. Performs preventive maintenance duties.
3. Supervises Maintenance Aides, Repair Techs, and Laborers when requested by the Maintenance Coordinator.
4. Responsible for the care and security of assigned tools and equipment.
5. Performs assigned duties in a safe and reasonable manner, with proper regard to the safety of himself and others.
6. Is subject to call after normal working hours in response to situations requiring immediate repair in housing units.
7. Makes prompt repairs to unsafe or hazardous conditions. If unable to do so, reports that information to the Maintenance Coordinator immediately.
8. Responsible for making needed repairs to all Housing Authority property (housing units and grounds) within his assigned area of responsibility. Additionally, he is expected to make such repairs without being prompted to do so by the Coordinator.
9. Periodically enters all housing units to get a general idea of their condition. Closely observes the exterior (front and rear) of all units, vacant and occupied.

Any item identified needing repair, will either be corrected or reported immediately to the Maintenance Coordinator.

10. Employee will be responsible for meeting the performance standards set forth in the Public Housing Management Assessment Program as they relate to this position.
11. Will act in a responsible and professional manner in his association with resident.
12. Responsible for cooperation with, and maintaining a good working relationship with all Housing Authority employees. Such relationship shall encourage an atmosphere, which is conducive to the efficient accomplishment of this Authority's mission.
13. Performs other duties as assigned.
14. Assists and requested in the performance of Move In and Move Out inspections.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of methods and practices used in maintenance operations.
2. Some knowledge of supervisory principals, practices, and techniques
3. Knowledge of HUD regulations and applicable federal, state and local laws, regulations, codes, and ordinances.
4. Ability to plan and coordinate work and to initiate improvements of operation.
5. Ability to plan, design and coordinate complex and varied maintenance projects.
6. Ability to perform strenuous work in varying weather conditions.
7. Good communication skills both written and oral.
8. Knowledge of Housing Authority Work Order systems and the ability to analyze data generated there from.
9. Ability to utilize computerized record keeping system.

ACCEPTABLE TRAINING AND EXPERIENCE:

1. High school graduate, or equivalent GED diploma, with at least five years experience in the home building and repair field.

2. Must possess an excellent knowledge in all areas of residential building maintenance, i.e. carpentry, plumbing, electrical, heating, refrigeration, etc.
3. Must be physically able to perform these tasks including bending, climbing and lifting.
4. Must be able to operate tractors, lawnmowers, saws, and small power tools, and have the ability to plan, organize, and perform assigned duties with minimum supervision.
5. Some supervisory experience is desirable.
6. Must be able to travel, operate a motor vehicle, and meet Housing Authority driver approval standards.

CERTIFICATIONS AND LICENSES REQUIRED:

1. Possession of a valid motor vehicle operator's license and the ability to be insured under the Authority's Business Automobile Insurance and fidelity bond.

The above statements reflect the general details considered necessary to describe the principal functions of the job, and are not to be construed as a detailed description of all the work requirements that may be inherent in the position
--

Updated: February 8, 2002