

Housing Authority of the County of Armstrong Maintenance Mechanic

Scope and Purpose

To be responsible under the direction of the Maintenance Supervisor(s) for the overall maintenance operations of Housing Authority properties and grounds. Work involves some independent discretion and judgment. The employee of this position is required to have some knowledge of HVAC, plumbing, electrical and carpentry skills. Above all else, the spirit of teamwork and cooperation with other staff members will not only improve the job you do, but enhance the entire work experience. This position is part of a Collective Bargaining Unit.

Duties and Responsibilities

- Maintain a professional image and attitude in keeping with the objectives of the Housing Authority and residents' welfare.
- Report to the Maintenance Supervisor(s) to receive assignments.
- Report any observed problems in units or on the property to the Maintenance Supervisor(s) and/or Property Manager.
- Wear uniform shirt/identification as provided by the Housing Authority. Jeans/pants to be worn are to be in good condition. Work boots and/or appropriate safety-toe shoes are to be worn. Sandal and tennis shoes are prohibited.
- Assists in the work of all maintenance activities.
- Performs and completes routine maintenance work.
- Completes work orders as assigned and in a timely manner in accordance with the Housing Authority Maintenance Plan.
- Performs preventative maintenance work as assigned.
- Assists and/or performs in routine electrical procedures.
- Assists and/or performs routine plumbing procedures.
- Assists and/or performs routine carpentry tasks.
- Performs routine mechanical repairs.
- Identify housekeeping needs and report problems to the Property Manager.
- Provide for safe, clean, attractive, and well maintained grounds and facilities of the Housing Authority.
- Be available for after-hours call-outs based on a rotating schedule.
- Adhere to safety policies and procedures to prevent on the job injuries and maintain a safe work and living environment.
- Assist contractors such as pest control, fire extinguishers inspection, etc. when required.
- Attends staff meetings of the Housing Authority when requested.
- Performs other duties as assigned. May be required to use personal vehicle for travel between sites.

Physical Requirements:

- Physical aspects of the job may require heavy lifting, pushing, pulling, bending, kneeling, stooping, climbing, balancing, and carrying.

Grounds:

- Keep or ensure grounds, garbage container areas, hallways, garages and/or parking lots in a neat and orderly manner, not allowing any trash or debris to accumulate.
- Perform winter snow/ice removal.

Building & Common Area Maintenance:

- Regular maintenance of the building exteriors, building interiors and common areas.
- Participate in REAC or any other inspections as requested.
- Perform a wide variety of electrical, plumbing, carpentry, and preventative maintenance tasks.
- Complete items listed on the Preventive Maintenance Schedule.

Inventory, Tools & Supplies:

- Maintain property-owned materials and tools in a neat and orderly manner at all times. Tools and equipment purchased by the Housing Authority must not be removed from the property. Borrowing for personal use is prohibited.
- Maintain a neat and organized workshop area free of clutter and debris. Upon completion of maintenance task, all tools and excess supplies shall be cleaned up and stored appropriately.
- Submit supply requests to the Maintenance Supervisor(s).

Vacancies:

- Communication between Maintenance Staff and Property Management is essential in the turnover of vacant units.
- Vacant units are to be turned over and made market ready in accordance with the timeframes outlined in the Housing Authority Maintenance Plan or direction of the Maintenance Supervisor(s).

Skill Requirements:

- Knowledge of HUD regulations regarding housing quality standards and other maintenance related standards.
- Knowledge of the Authority's policies and procedures.
- Knowledge of the physical layout of the site.
- Knowledge of building and grounds maintenance, including standard practices, methods, tools, materials, electrical, plumbing, HVAC, painting, carpentry, and grounds keeping.
- Knowledge of safety rules, including accident causation and prevention.
- Knowledge of occupational hazards and appropriate safety precautions.
- Ability to maintain records in an orderly fashion.

- Ability to establish and maintain effective working relationships with supervisor, subordinates, co-workers, residents, contractors, and the general public.
- Ability to prepare recommendations and reports, as required.
- Ability to understand oral and written instructions.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification.