

**HOUSING AUTHORITY OF COVINGTON
POSITION DESCRIPTION**

POSITION: MAINTENANCE MECHANIC I

REPORTS TO: Foreman

REVISED DATE: 6/1/2017

FLSA: Non-Exempt

POSITION SUMMARY:

Maintenance Mechanic I is responsible for the proper and timely completion of a wide range of routine maintenance assignments. Expected to have knowledge in one or two building trades and able to perform a wide range of basic maintenance related tasks outside of their primary area of expertise. This position is responsible to dress for the weather.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

1. Perform or assist with work orders and apartment renovations.
2. Must know and practice safety precautions and be safety conscious at all times.
3. Perform equipment planned maintenance tasks such as: checking for proper equipment operation; lubricating bearings, changing air filters, heat exchanger and condenser coils.
4. Perform or assist with repairing and/or replacing space temperature and HVAC equipment controls.
5. Perform basic carpentry work: hanging or repairing doors, installing windows or hardware, replace windows, installing or repairing cabinets and handrails, repairing roofs, gutters and downspouts, replacing floor tiles, patching plaster walls and ceilings, etc.
6. Perform masonry work: patching cracked concrete, replacing broken masonry brick and ceramic tiles, re-grouting ceramic tile and sealing concrete and exterior brick walls, etc.
7. Perform plastering and sheetrock repair: mixing plaster and drywall mud, removing old plaster and lathe, ground coat and white coat, installing and repairing drywall, bends and feathers edges to match surrounding surfaces, etc.
8. Perform plumbing tasks: inspecting for leaks, repairing faucet washers, seats, stems, spigots and hardware, resetting commodes, tubs and sinks; repairing water leaks, replacing and/ or repairing flush valves or flush tank hardware, and checking and clearing clogged drains and soil lines, etc.
9. Perform painting tasks: preparing surfaces for painting by patching plaster holes, sanding, scraping or masking, painting with brushes, rollers or sprayers, performing touch-up painting, spot painting metal surfaces for corrosion control, etc.
10. Perform basic electrical systems maintenance repairs.

11. Perform necessary manual labor to keep the housing developments in a decent, safe and sanitary condition.
12. Assist in effecting repairs to gas distribution systems.
13. Troubleshoot maintenance problems using appropriate testing equipment.
14. Operate and make repairs in accordance with local, state and national codes.
15. Participate in off-shift and weekend emergency maintenance coverage as scheduled.
16. Perform miscellaneous maintenance related tasks for a variety of situations as directed by immediate supervisor.
17. May perform or assist with horticultural duties.
18. Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Basic, practical knowledge of the principles, practices, tools and materials used in building trades (carpentry, plumbing, painting, masonry, heating or electrical trades) with the ability to instruct others in the trade.
2. Skilled in the use and care of hand tools and electrical tools required in building and equipment maintenance and construction work.
3. Ability to understand and follow written and oral instructions.
4. Ability to establish and maintain effective working relationships with employees, residents and the general public.
5. Must be physically able to lift up to 50 lbs., climb, stoop, stand, carry, load and unload, move large items and other related physical activities common to maintenance work.
6. Ability to assist in making water distribution system repairs above and underground.
7. Ability to assist in gas distribution system repairs above and underground.
8. Ability to perform basic welding requirements such as: wrought iron fencing, handrails, brazing, and the like.

MINIMUM EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent.
2. Two to three years of experience in building and equipment maintenance work.
3. Or an equivalent combination of technical training and experience to meet the required knowledge, skills and abilities.
4. Must acquire Certified Apartment Maintenance Technician certification within one year of employment.
5. Must be bondable.
6. Must have a valid vehicle operator's license.

PHYSICAL REQUIREMENTS

- Must be physically able to lift up to 50 lbs. climb, stoop, stand, carry, load and unload, move large items and other related physical activities common to maintenance work.
- Must be able to work for extended periods of time in inclement weather including but not limited to freezing temperatures, 90 + degree temperatures, rain and snow.