

**And HOUSING AUTHORITY OF COVINGTON
POSITION DESCRIPTION**

POSITION: Maintenance Mechanic II

REPORTS TO: Foreman

REVISED DATE: 2/25/26

CLASSIFICATION: Regular Full-Time

FLSA: Non-Exempt

POSITION SUMMARY:

The Maintenance Mechanic II performs skilled maintenance, repair, and limited construction work across multiple building trades in support of the housing authority's residential properties and facilities. This classification requires advanced working knowledge in two or more building trades (e.g., carpentry, plumbing, electrical, masonry, HVAC).

The position may provide guidance and on-the-job training for other maintenance personnel and may assist with quality inspections of completed work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the position and are not intended to be all-inclusive:

1. Perform skilled maintenance, repair, and limited construction work across multiple building trades, including carpentry, plumbing, electrical, HVAC, boiler and painting.
2. Conduct preventive and corrective maintenance on building surfaces, fixtures, systems (i.e. HVAC, boilers) electrical, plumbing and other related maintenance tasks.
3. Diagnose and troubleshoot building issues, including electrical, plumbing, boiler, and HVAC systems, and complete repairs in compliance with applicable codes and safety regulations.
4. Ability to read and interpret work orders, technical manuals, blueprints, and safety guidelines.
5. Assist in inspecting residential units and facilities to identify maintenance needs and ensure properties meet local, state and national codes and are maintained in a safe, sanitary, and habitable condition.
6. Provide training, technical guidance, and work oversight to maintenance personnel; may review completed work and serve in a lead capacity when assigned.
7. Operate tools, equipment, and heavy machinery safely and in accordance with training requirements.
8. Perform welding, brazing, fabrication, and general manual labor as necessary to support maintenance operations.
9. Participate in emergency maintenance response, including scheduled on-call, evening, and weekend coverage.
10. Perform other related duties as assigned to support departmental and organizational objectives.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Advanced knowledge of the principles, practices, tools and materials used in two or more building trades (i.e. carpentry, plumbing, painting, masonry, HVAC or electrical trades).
2. Basic knowledge of HVAC and boiler systems and/or ability to learn to diagnose and perform minor repairs consistent with licensure and safety requirements.

3. Practical knowledge of occupational hazards and safety procedures applicable to maintenance and construction trades.
4. Skilled in the use and care of hand tools, power tools and specialized maintenance equipment required in building and equipment maintenance and construction trades.
5. Must have the ability to establish and maintain effective working relationships with employees, residents and the general public.
6. Ability to work as a team or independently, prioritize tasks, and meet established deadlines.
7. Ability to operate heavy equipment (i.e. backhoe, grader) in a proficient, safe and professional manner.
8. Ability to learn and apply knowledge to the housing authority's water and gas distribution system.
9. Ability to attain and apply knowledge of the housing authority's cathodic protection systems and ability to make repairs.
10. Effective verbal and written communication skills.
11. Ability to provide instruction, coaching, and knowledge-sharing to other maintenance personnel.
12. Ability to work as part of a team.

MINIMUM EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Valid driver's license and insurable driving record required.

PHYSICAL REQUIREMENTS:

This position requires the ability to perform essential job functions with or without reasonable accommodation, including:

- Lifting, carrying, pushing, and pulling up to 50 pounds.
- Frequent standing, walking, bending, stooping, kneeling, climbing ladders, and working in confined spaces.
- Working at heights and outdoors in varying weather conditions.
- Exposure to dust, noise, mechanical equipment and other environmental conditions that require pest management.
- Ability to work for extended periods of time in inclement weather including but not limited to freezing temperatures and 90 plus degree temperatures, rain and snow.
- Appropriate personal protective equipment (PPE) and weather-appropriate attire are required.

The Housing Authority of Covington is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. In compliance with the ADA, we will make reasonable accommodations for qualified individuals with disabilities to perform the essential functions of the job and encourage both prospective and current employees to discuss potential accommodations with the employer.