

JOB DESCRIPTION for MAINTENANCE MECHANIC

DEFINITION

Performs a variety of skilled and semi-skilled maintenance work; operates a variety of manual and motorized equipment in the construction, operation, repair, maintenance, and replacement of Buford Housing Authority buildings and grounds; possesses skills in plumbing, electrical, carpentry, and painting at the journeyman level; performs related work as assigned.

SUPERVISION RECEIVED

Works under the general direction of the Executive Director.

SUPERVISION EXERCISED

May supervise persons of the same or lower classification on occasion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs a variety of routine to complex plumbing and electrical system repairs; may repair HVAC systems using all standard testing equipment.

Paints both occupied and unoccupied units.

Sprays for insects.

Performs a variety of installations of new equipment such as hot water heaters, furnaces, commodes, appliances, etc.

Trouble shoots and repairs a variety of appliances, mechanical equipment, electrical equipment, etc.

Orders supplies ensuring a perpetual inventory of all needed items.

Inspects units for needed maintenance and plans and schedules maintenance to be performed; coordinates repair schedule to coincide with the arrival of ordered parts; plans and carries out a comprehensive preventive maintenance program.

Maintains a variety of records relating to inspections of buildings and grounds.

Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Operates light and medium-sized construction and power equipment.

Performs all duties in conformance to appropriate safety and security standards.

Assists in the training of lower level employees to increase their skills in the building and maintenance trades.

Cleans vacant units and readies for rental; cleans and maintains workshop area; cleans office area and grounds.

Other duties as assigned.

PERIPHERAL DUTIES

Performs a variety of groundskeeping tasks such as trimming, mowing, planting, etc.

Attend seminars and workshops related to duties and responsibilities as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school or GED equivalent, and
- Two (2) years of experience relating to construction, maintenance, or repair, or
- Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- Skill in operation of some of the listed tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees and the public; Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Applicant must possess and maintain a valid state of Georgia driver's license or have the ability to obtain one immediately upon employment; pest control certification; HVAC certification; emergency call responsibilities in accordance with policy.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including pickup truck, tractor mower, etc. hand and power saws, compressors, sanders, generators, common hand and power tools used in the building and plumbing trades, shovels, wrenches, electrical testers, gas detection devices, mobile radio, phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works inside and on occasion is subjected to outside weather conditions. The employee frequently works near moving mechanical parts and is exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate to loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.