

# Sylvester Housing Authority

## Job Description

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Position Title: Lead Mechanic

Job Status: Exempt

Reports To:

Grade:

### **Position Summary**

The Lead Mechanic will oversee the maintenance and modernization of all public housing and rural development communities owned, managed or operated by the Sylvester Housing Authority (SHA). The incumbent will ensure that all housing units, common facilities, administrative facilities and grounds are kept in a state that is compliant with all relevant HUD, SHA or other rules, regulations or policies, while striving to maintain the highest possible quality standard. This position will ensure that all modernization activities are compliant with relevant HUD regulations and SHA policy and procedures. The incumbent will take necessary actions to ensure effective planning and completion of approved projects within budget and on-time. This position will provide quality management, leadership and oversight of related projects.

### **Essential Functions**

The incumbent is responsible for the repair and maintenance of apartments and buildings. He/she must supervise and lead the maintenance staff in an effective manner and ensure that a high level of morale is maintained. He/she must also respond to concerns and complaints of tenants in a positive and courteous manner. It is the responsibility of the lead mechanic to ensure that all SHA public housing units are well maintained, both functionally and in appearance. Other duties include but may be not be limited to:

1. Provide effective supervision of the maintenance staff.
2. Support the development of maintenance programs and budgets for Public Housing and Rural Development.
3. Ensure compliance with the SHA preventative maintenance program to include modernization and safety programs and monitor progress, quality and safety compliance.
4. Ensure the effective response to emergency maintenance situations for the purpose of resolving immediate concerns as required for the Public Housing Authority.

5. Ensure timely and effective response to routine maintenance requests for SHA residents and employees.
6. Complete work as required to satisfy routine and emergency work orders from residents and staff.
7. Repairs plumbing fixtures and pipes such as toilets, sinks, drains, valves, and controls as required on assigned work orders.
8. Repairs or replaces electrical switches, outlets, lighting fixtures, circuit breakers, fuses, etc.
9. Repairs windows, doors, door frames, locks and mailboxes.
10. Repairs alarm systems, including controls.
11. Takes action per SHA policy to secure all materials and supplies needed to complete tasks on assigned work orders.
12. Accurately complete paperwork and/or reports as required closing out work orders and document summaries of work.
13. Maintains vehicles and other tools and equipment assigned in good working condition.
14. Digs ditches and holes to uncover leaks, and once found repairs leaks to pipes and valves.
15. Repairs burner controls and switches, and rewires electric ranges. Performs minor electrical work on refrigerators.
16. Inspects apartments for maintenance work to be done, usually as a result of a tenant requested work order.
17. Plans and carries out preventative maintenance and regular repair programs for buildings and fixtures and other SHA property.
18. Performs such other tasks as assigned by the supervisor.

### **Education**

A high school diploma or equivalent certificate of completion of relative coursework from a qualified institution of learning is required. An Associate's Degree in construction management or some related field of study is desired. The completion of a skills certificate in some skilled trade is preferred. Any equivalent combination of education or experience that provides knowledge and skills required to perform this position will be considered.

### **Experience**

At least (5) years of experience in residential or commercial facilities maintenance or a related field with two (2) of experience in a supervisory capacity is required.

### **Knowledge and Skills**

1. Knowledge of the general operation and procedures of a Public Housing Agency (PHA).
2. Knowledge of the purposes, policies, and regulations of the Housing Authority as established by the Board of Commissioners or as set forth by HUD regulations.
3. Knowledge of the basic methods, practices, tools and materials used in building maintenance, repair and groundskeeping.
4. Knowledge of current trends and developments in the field of building maintenance operations and administration.
5. Knowledge of the Housing Authority's Management information and operating systems.
6. Knowledge of procurement procedures and inventory(warehouse systems and procedures) management.
7. Ability to read and work from sketches, blueprints, oral and written instruction.
8. Ability to effectively plan and coordinate complex activities of multiple subordinates engaged in diverse maintenancetasks.
9. The ability to accurately estimate the time and cost of maintenance repairs or projects.

### **Physical Requirements**

1. Must be able to bend, lift, carry 50 lbs., or more.
2. Must be physically able to access all units for inspection and other related purposes.
3. Must be able to walk or stand for extended periods of time.

### **Other Requirements**

1. Must possess a valid State of Georgia Driver's License.
2. Must qualify for coverage under the Housing Authority's fidelity bond policy.
3. Must be willing and able to work flexible hours (on-call rotation), such as weekends, holidays, day or night shifts, including split shifts as required and/or specified by immediate supervisor.