

Sylvester Housing Authority

Job Description

Position Title: Maintenance Mechanic I

Status: Nonexempt

Reports To: Lead Mechanic

Grade: 8

Position Summary

This type of work involves the performance of semi-routine and diversified duties relating to repairs to and maintenance of buildings and grounds requiring a wide range of skills such as carpentry repairs, minor plumbing repairs, minor electrical and painting, gas lines and appliance repairs. The incumbent may be required to work under adverse conditions such as rain, sleet, snow, heat, cold, dust and dirt. The incumbent generally works independently and exercises a great deal of judgement in resolving problems in the act of repairing buildings and resident units. The incumbent may provide work direction and guidance to a small number of laborers, assistants, and/or custodians from time to time. Duties require considerable contact with residents and contractors.

Essential Functions

1. Complete all work orders assigned timely and efficiently.
2. Perform required preventative and corrective maintenance on buildings and residential units, fixtures, systems and equipment as needed.
3. Perform electrical and plumbing system tasks as required.
4. Perform carpentry work including but not limited to: hanging doors, installing windows, replacing door and window hardware, installing and repairing cabinets and handrails, roofs, gutters, downspouts, floor tiles and patching walls and ceilings.
5. Perform such masonry work as: patching cracked concrete, replacing broken masonry brick or ceramic tiles, re-grouting ceramic tile and sealing concrete and exterior brick walls.
6. Perform such sheetrock repairs as: installing and repairing drywall, bending and feathering edges to match surrounding surfaces, sanding, scraping, masking, painting with brushes, rollers or sprayers. Performing touch up painting after working in an area, spot painting metal surfaces for corrosion control, etc.
7. Perform such plumbing tasks as: replacing faucet washers, seats, stems, spigots, hardware, resetting commodes, tub and sink repair, repairing water leaks,

replacing or repairing flush valves or flush tank hardware and clearing clogged drains and soil lines.

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 five (5) years of experience in residential and commercial facilities maintenance or a related field.

Knowledge and Skills

1. Knowledge of basic methods, practices, tools, equipment and materials used in building and grounds maintenance.
2. Knowledge of current trends and developments in the field of residential building maintenance operations and administration.
3. Ability to read and work from sketches, blueprints, oral and written instruction.
4. Working knowledge of and skill in performing plumbing, electrical, heating, carpentry, painting, and mechanical related tasks.
5. Knowledge of occupational hazards and safety precautions of maintenance work.
6. Ability to perform complicated maintenance tasks of varying levels of difficulty, independently.
7. Ability to use tools and equipment necessary to perform the maintenance and repair tasks as outlined above.
8. Ability to inspect buildings and grounds and determine needed repairs.
9. Ability to establish and maintain effective working relationships with coworkers, contractors and residents.
10. Ability to use a wide range of powered and non-powered hand tools such as drills, sanders, sewage line cleaners, saws, hammers, pillars, screwdrivers, wrenches, oilers and volt-ohm-amp meters effectively and safely.
11. Ability to work in adverse conditions such as sleet, snow, heat, cold, dust, dirt, as well as cramped quarters and highplaces.
12. Fundamental understanding of REAC inspections and requirements.
13. Fundamental understanding of USPC inspection requirements.

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.