

MAINTENANCE MECHANIC

Job Summary:

This type of work involves the performance of semi-routine and diversified duties in connection with repairs to maintenance of buildings and grounds requiring many skills found at the journeyman level such as carpentry for woodwork repairs, minor plumbing repairs, electrical and painting work. An incumbent is expected to have knowledge of and manual skills in repairing such items as plumbing and heating valves and pipes, electrical switches, stoves and refrigerators, windows, doors and other wood materials, mechanical equipment (e.g. snow blowers, power mowers, hedge clippers), and in carrying out a full set of maintenance duties, may be required to work under hazardous and adverse conditions such as sleet, snow, heat, cold, dust and dirt.

Principal Duties: (A given incumbent may/may not perform all of the following duties).

- Independently performs a wide range of building and grounds repairs and maintenance functions, calling for physical exertion frequently.
- Repairs plumbing fixtures and pipes such as toilets, sinks, drains, valves and controls.
- Digs ditches and holes to uncover leaks, and, once found, repairs leaks to pipes and valves.
- Repairs burner controls and switches, rewires electric ranges and performs minor electrical work on refrigerators.
- Repairs or replaces electrical switches, outlets, lighting fixtures, circuit breakers, fuses, et al.
- Repairs windows, doors, door frames, locks and mailboxes.
- Repairs alarm systems, including controls.
- Repairs mechanical equipment, such as snow blowers, power mowers, hedge clippers and other pieces generally used by the maintenance force.
- Checks condition of boiler rooms, blows down boilers and makes repairs to oil pumps and valves; generally, maintains condition of boiler room in satisfactory condition.
- Orders materials, supplies and equipment for own purposes and for others working on team; may lift heavy objects into place.
- Inspects apartment for maintenance work to be done, usually as a result of a tenant request or work order.
- Plans and carries out preventative maintenance and regular repair program for buildings, fixtures and other PHA property.
- Uses a wide range of hand tools and equipment such as drills, hammers, pliers, electrical testers, hand and power saws, cutters, plungers, threaders, wire brushes, et al.

- Performs a number of groundskeeping tasks: trimming, mowing and planting.
- Performs other related duties of the class as required.

Knowledge, Skills and Abilities: (A given incumbent may/may not possess all of the following)

- Working knowledge of and skill in applying knowledge in plumbing, electricity, heating, carpentry, painting and mechanical equipment.
- Ability to read blueprints, drawings and technical documents.
- Ability to perform complicated building maintenance tasks of varying difficulty independently.
- Knowledge of tools and methods to be used in a wide range of building maintenance work.
- Knowledge of occupational hazards and safety measures.
- Ability to direct the work of others, such as laborers and aides.
- Ability to understand and carry out oral and written instructions.
- Ability to maintain acceptable working relationships with co-workers.
- Ability to work in hazardous and adverse conditions, such as sleet, snow, cold, dust and dirt, as well as cramped quarters and high places.
- Ability to lift heavy objects into and out of trucks or other carriers.
- Ability to speak, read and write English.

Supervision Received:

An incumbent normally receives general supervision from the Property Manager, the Assistant Director of Housing Management, and in some cases, other maintenance mechanics. The incumbent carries out work assignments after being provided with a work schedule, determining own work methods and techniques for accomplishing. Incumbent generally works independently and exercises a great deal of independence of judgment in resolving problems in the act of repairing buildings and appurtenances. Supervisor spot checks work while in progress and upon completion for acceptability.

Supervision Given:

An incumbent may provide work direction and guidance to a small number of laborers, assistants and/or other maintenance mechanics.