



Maintenance Mechanic B Job Description

A. Job Summary:

This type of work involves the performance of semi-routine and diversified duties in connection with repairs to and maintenance of buildings and grounds requiring many skills found at the journeyman level such as carpentry for woodwork repairs, minor plumbing and electrical repairs, minor HVAC repairs, cleaning 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, HVAC systems, stoves, and refrigerators; windows, doors, and other wood materials, mechanical equipment (e.g., 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. Position is 'on-call' on a regular schedule and required to carry a cell phone and respond after regular working hours and on weekends and holidays..

B. Essential Duties and Responsibilities: (A given incumbent may/may not perform all of the following duties.)

1. Independently performs a wide range of building and grounds repairs and maintenance functions, calling for physical exertion frequently.
2. Repairs plumbing fixtures and pipes such as toilets, sinks, drains, valves, and controls, unstop drains, toilets, etc.
3. Digs ditches and holes to uncover leaks, and, once found, repairs leaks to pipes and valves.
4. Repairs burner controls and switches, and rewires electric ranges, and performs minor electrical work on refrigerators.
5. Repairs or replaces electrical switches, outlets, lighting fixtures, circuit breakers, fuses, et al.
6. Repairs windows, doors, door frames, locks, mailboxes.
7. Repairs alarm systems, including controls.
8. Repairs mechanical equipment, such as power mowers, hedge clippers, and other pieces generally used by the maintenance force.
9. Cleans and does minor repairs on HVAC systems; coordinates with professionals for other HVAC system repairs.
10. Orders materials, supplies, and equipment for own purposes and for others working on team, and may lift heavy objects into place.
11. Inspects apartments for maintenance work to be done, usually as a result of a tenant request or work order.
12. Plans and carries out preventive maintenance and regular repair program for buildings and fixtures and other PHA property.

13. Uses a wide range of hand tools and equipment such as drills, hammers, pliers, electrical testers, hand and power saws, cutters, plungers, wire brushes, et al.
14. Performs a number of grounds keeping tasks: trimming, mowing, planting.
15. Completes and turns into office all required paperwork requested regarding maintenance work in the time frame required.
16. Performs other related duties of the class, as required.

C. Supervision Received:

An incumbent normally receives general supervision from a Maintenance Mechanic A, (superintendent of maintenance) or the Executive Director. The incumbent carries out work assignments after being provided with a work schedule or establishes work schedule in compliance with necessary completion time frames, 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.

This position is non-exempt from federal wage and an hour law which means that employees are entitled to appropriate overtime pay under the Fair Labor Standards Act.

D. Supervision Given:

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

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

1. Working knowledge of and skill in applying knowledge in plumbing, electricity, heating, air conditioning, carpentry, painting, and mechanical equipment.
2. Ability to read, understand and follow instructions (written and oral instructions), do necessary paperwork and communicate with clients in a courteous, respectful manner.
3. Ability to read blueprints, drawings, and technical documents.
4. Ability to perform complicated building maintenance tasks of varying difficulty independently.
5. Knowledge of tools and methods to be used in a wide range of building maintenance work.
6. Knowledge of occupational hazards and safety measures.
7. Ability to direct the work of others, such as contractors, laborers and aides.
8. Ability to maintain acceptable working relationships with co-workers.
9. Ability to work in hazardous and adverse conditions, such as sleet, snow, heat, cold, dust and dirt, as well as cramped quarters and high places.
10. Ability to lift heavy objects into and out of trucks, or other carriers.

E. Minimum Qualifications

High School Diploma or equivalent preferably with considerable experience and aptitude for maintenance and building trades. Must be insurable under the Authority automobile

insurance policy and maintain a valid State of Alabama Drivers license. Must pass initial drug/alcohol screening and be subject to random screening thereafter.

Received a copy of this Job Description along with 2016 Employee Handbook:

Employee Signature

Date