

## MAINTENANCE MECHANIC (HOUSING AUTHORITY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class are responsible for the maintenance and repair of buildings, grounds and equipment within the properties of a housing authority. Incumbents have considerable leeway in making independent decisions on procedures to be followed in the completion of tasks. Supervision may be exercised over the work of subordinate maintenance personnel or laborers. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Receives assignments from Maintenance Foreperson (Housing Authority), or the Executive Director;

Keeps supervisor apprised as to progress and completion of jobs;

Inspects properties periodically to determine needed repairs;

Estimates materials required for repairs;

Makes electrical, plumbing and heating repairs;

Does carpentry, painting, masonry, roofing, tiling, locksmithing, and other mechanical work;

Maintains and cares for landscaped areas;

Performs snow removal and clearing of all sidewalks and parking lots;

Provides progress updates regarding completion of work assignments;

Establishes and maintains an inventory of supplies and equipment;

Supervises the work of maintenance laborers;

Keeps time and material records.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of materials, tools, techniques, and terminology used in the maintenance of buildings and their mechanical, electrical and sanitary equipment; skill and aptitude as a general mechanic; ability to understand and carry out oral and written directions; ability to plan and supervise the work of others; ability to get along well with others; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; initiative; resourcefulness; good judgment; physical strength and agility; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in general building maintenance or in the building trades; or (b) seven (7) years of experience as a handyman, three (3) of which must have been in general building maintenance or in the building trades.