

## MONTGOMERY COUNTY HOUSING AUTHORITY

### *Position Description*

**Classification:** Maintenance Mechanic

**Supervisor:** Lead Maintenance Mechanic

### **Position 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, plumbing repairs, HVAC and electrical repairs, and painting work. An incumbent is expected to have knowledge of and manual skills in repairing such items as plumbing.. valves and pipes, electrical outlets and switches, stoves and refrigerators, windows, doors, and other wood materials, air conditioning and other mechanical equipment, and in carrying out a full set of maintenance duties, may be required to work under hazardous conditions such as sleet, snow, heat, cold, dust, and dirt. Incumbent generally works independently and exercises a great deal of independence in judgment in resolving problems in the act of repairing buildings and appurtenances. The incumbent may provide work direction and guidance to other Maintenance employees.

### **Major Duties and Responsibilities (Illustrative, not all inclusive)**

1. Independently performs a wide range of building and equipment repairs and maintenance functions, calling for physical exertion frequently.
2. Repairs or replaces plumbing fixtures and pipes such as: water heaters, toilets, sinks, drains, valves, and controls. Unclogs clogged fixtures and pipes using a variety of powered and non-powered sewer machines and augers.
3. Digs ditches and holes to uncover leaks, and once found, repairs leaks to pipes and valves.

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4. Trouble shoots and repairs electrical and gas ranges including such tasks as replacing burner controls and switches, replacing electrical heating elements, rewiring electrical ranges, replacing door handles and gaskets, etc.
5. Trouble shoots and repairs/replaces electrical systems and components including switches, outlets, lighting fixtures, circuit breakers, fuses, electrical wiring, etc.
6. Trouble shoots and repairs HVAC systems and components including air conditioners, pumps, furnaces, fans, blowers, thermostats, controls, etc.
7. Trouble shoots and repairs/replaces refrigerators including replacing fans, defrost controls, defrost heater elements, replacing controls, replacing door handles and gaskets, etc.
8. Repairs or replaces windows, window frames, doors, door frames, locks, resilient and ceramic tile floors, carpeted floors, ceilings, cabinets, roofs, fascia, soffits, gutters, downspouts, clothes lines, mailboxes, etc.
9. Performs vacancy preparation work such as prepping walls, painting, cleaning stoves and refrigerators, cleaning bathroom fixtures replacing floor tile, cleaning, stripping' and refinishing floors, and making repairs to building surfaces, fixtures, systems and equipment.
10. Operates and maintains in good repair a variety of powered equipment such as snow blowers, power mowers, hedge clippers, chain saws, pressure washers, air compressors, sewer machines, floor machines, wet/dry vacuums, carpet vacuums and other items generally used by the maintenance staff.
11. Maintains in good repair all assigned service vehicles, tools and equipment.
12. Uses a wide range of hand tools and equipment such as drills, hammers, pliers, screw drivers, electrical testers, hand and power saws, cutters, plungers, threaders, wire brushes, paint rollers and brushes, airless sprayers, etc.
13. Requisitions materials, supplies, and equipment for own purposes and for others working on team, and may lift heavy objects into place.
14. Inspects apartments for maintenance work to be done, usually as a result of a resident request or PM work order and completes repairs as directed by the Working Maintenance Foreman.
- \ 15. Plans and carries out preventive maintenance and regular repair programs for building surfaces, systems and fixtures and playground equipment.

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16. Performs a number of groundskeeping tasks, including but not limited to: trash removal, trimming, mowing, planting, snow removal, etc.
17. Conducts UPCS and annual dwelling and system inspections as directed by the Working Maintenance Foreman.
18. Performs routine cleaning of buildings and grounds as directed by the Working Maintenance Foreman.
19. Ensures all assigned subordinate personnel adhere to the Authority's safety program and procedures.
20. Provides after hours and weekend emergency coverage as directed by the Working Maintenance Foreman.
21. Performs other duties as directed by the Working Maintenance

### Foreman. **Required Knowledge, Skills and Abilities**

1. Considerable knowledge of standard practices, methods, materials, tools, and equipment, used in building, and grounds maintenance.
2. Considerable knowledge of standard practices, methods, materials, tools, and equipment, used in the plumbing, carpentry, and electrical trades.
3. Considerable knowledge of occupational hazards and safety precautions of the work.
4. Ability to use tools and equipment necessary to perform the maintenance and repair tasks as outlined above.
5. Ability to inspect buildings and grounds and determine needed repairs.
6. Ability to understand and follow written and oral instructions.
7. Ability to understand and work from sketches, blueprints, diagrams, etc.
8. Ability to maintain records and prepare routine reports.
9. Ability to establish and maintain effective relationships with supervisors, associates, residents, and contractors:
10. Considerable knowledge of public housing inspection program, fauns, procedures, and requirements.

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### Physical Nature of the Position

Position requires the following physical abilities:

1. Ability to sit, stand, or walk for extended periods
2. Ability to communicate orally and in writing
3. Ability to carry, handle, and move file folders, pens, and other common, light office materials
4. Ability to visually inspect buildings and grounds
5. Ability to read schematics, plans, equipment manuals and related documents
6. Ability to lift or handle a variety of appliances and items including refrigerators, sinks, counter tops, fan motors, etc.; ability to handle ranges and refrigerators using appliance hand trucks
7. Ability to perform heavy lifting of objects, e.g., lift 75 lbs. from ground to waist level
8. Ability to operate a variety of power and hand tools used in the carpentry, electrical, and plumbing trades
9. Ability to kneel, crawl, stoop, and crouch in order to work in tight or cramped spaces such as attics and crawlspaces; ability to work in these positions for extended periods of time
10. Ability to work in wet, damp, hot, cold, or dusty conditions for extended periods of time
11. Ability to climb a ladder in order to gain access to work areas
12. Ability to physically inspect units, grounds, and common areas; such inspections may involve kneeling, crouching, and/or stooping

Position may be exposed to the following on a regular basis:

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|---------------------------|-------------------------|
| 1. Odors                  | 8. Muscular strain      |
| 2. Verbal abuse           | 9. Chemicals            |
| 3. Vision strain          | 10. Electrical current  |
| 4. Noise                  | 11. Toxicants           |
| 5. Airborne particles     | 12. Caustics            |
| 6. Extreme temperatures   | 13. Blades/moving parts |
| 7. All weather conditions |                         |

### Minimum Qualifications

1. Graduation from an accredited high school or possession of GED, supplemented by vocational/technical school training in carpentry, electricity, plumbing, heating and air conditioning, and/or related, with journeyman level skill in one of the recognized building trades; and,

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2. Four years progressively responsible experience in building and grounds maintenance, building construction, or related experience;
3. Or a combination of education, training, and experience equivalent to the

### above. **Special Requirements**

1. Possession of a valid State of Illinois driver's license.
2. Ability to be covered under the Housing Authority's vehicle insurance policy.
3. Ability to be covered under the Housing Authority's fidelity bond.
4. Must be willing and able to provide emergency coverage after hours. This requires the employee to carry a beeper or cell phone while on call.
5. Trained to conduct UPCS inspections.
6. Possession of an Illinois Pest Control Applicators License
7. Lead based paint training certification
8. Certification to purchase and handle refrigerants such as freon