

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	Maintenance Mechanic I	<b>REPORTS TO:</b>	Property Manager
<b>DEPARTMENT/DIVISION:</b>	Asset Management/Maintenance	<b>FLSA STATUS:</b>	Non-Exempt
<b>DATE:</b>	July 30, 2024	<b>EMPLOYMENT STATUS:</b>	Full-Time

### Position Summary

Performs a variety of general, basic maintenance and repair functions (below the level of a skilled Maintenance Mechanic) under close supervision in one of more of the crafts or trades. May work independently or be assigned to a crew of workers. May give assistance to skilled Maintenance Mechanics or be assigned to specific functions such as general maintenance and repair, and grounds duties. Performs carpentry, electrical, plumbing, welding, and general repairs in response to service requests and results of inspections of units in accordance with Uniform Physical Conditions Standards (UPCS) or other HUD required standards. The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

### Responsibilities

*The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position. Undertakes and performs the following and all other work-related duties as assigned.*

1. Assists in or makes minor repairs to plumbing systems by performing general work including rough piping for domestic water and sanitary sewer, repair/replacement/installation of plumbing fixtures such as sinks and bathtubs, installation of valves for shower, kitchen, and bath, replacing washers, mending burst pipes, repairing leaks, opening clogged drains, and performing other appropriate repairs/installations to meet or exceed housing quality standards.
2. Assists in making carpentry repairs/replacements to damaged walls, roofs, woodwork, floors, gutters and downspouts, doors, doorknobs, fences, gates, windows, doorbell, peepholes, door and window screens.
3. Assists in repairs and adjustments to various appliances and equipment (e.g., dishwashers, stoves, water heaters, refrigerators, electric motors, smoke detectors, etc.) and assists in replacement of appliances and equipment when necessary.
4. Assists in installation and repair of electrical lighting systems, fuses, and other minor electrical repairs.
5. Performs cleaning and assists with minor repairs on HVAC systems in accordance with manufacturer's specifications.
6. Prepares all interior/exterior wall surfaces for painting by removing electrical outlets and lighting fixtures, spreading drop cloths, scraping peeled paint, patching holes, taping and floating drywall, and/or sanding.
7. Paints all prepared surfaces with a brush, roller, or spray equipment. Performs thorough clean-up of work area including removing drop cloths, masking paper and tape, and replacing fixtures, covers, and plates.
8. Performs "make-ready" duties on vacant units and may clean office building, bathrooms, hallways, community rooms, laundry facilities, and community room kitchens, in accordance with Agency standards by performing the following duties:

- a) Sweeps, scrubs, waxes, and polishes floors using brooms, wet mops, scrapers, and/or heavy powered scrubbers and buffers.
  - b) Cleans rugs and carpeted floors using light-weight and or heavy powered vacuum cleaner, hand sweeper, or shampooer as appropriate.
  - c) Washes and cleans windows, walls, ceiling, and fixtures, using ladders as needed.
  - d) Cleans, disinfects, and deodorizes lavatories, urinals, and toilet bowls. Cleans mirrors, sinks, faucet knobs, and scrubs and cleans enameled and ceramic walls and toilet partitions in restrooms.
  - e) Disconnects and cleans appliances.
  - f) Empties waste baskets and/or trash containers, and smoking receptacles in and around office, common areas, and vacant units and disposes of trash and refuse in an appropriate manner.
  - g) Dusts, cleans, and/or polishes furniture, desks, and light fixtures.
  - h) May spray/treat for insect and rodent control.
9. Performs preventive maintenance as assigned such as checking smoke detectors, checking emergency lights, replacing light bulbs, cutting off water to sill cocks, cleaning dryer vents, changing furnace/air-conditioner filters, cleaning guttering, and adjusting exterior light timers.
  10. Reports all unusual circumstances such as vandalism, missing light bulbs or fixtures, missing smoke detectors, fire extinguishers to the supervisor.
  11. May assist in graffiti removal and/or repainting. May assist with painting of fire lanes, parking dividers, etc.
  12. Reports supply needs to the supervisor.
  13. May assist in transporting, loading, and unloading of cabinets, counters, appliances, furniture, supplies, materials, etc., as assigned.
  14. May assist in mowing, landscaping, cutting trees and bushes and hauling off brush and debris.
  15. May assist management/leasing staff with curb appeal functions which may include detailing model units, putting out balloons, banners, a-boards, etc.
  16. Cleans and maintains Agency-owned materials, tools, and equipment in a neat and orderly manner at all times. Maintains a neat and organized workshop area free of clutter and debris. Upon completion of maintenance task, all tools and excess supplies must be cleaned up and stored appropriately.
  17. Subject to on-call rotation and after-hours maintenance emergencies in accordance with Agency policies and procedures.
  18. Follows all established safety procedures and standards.
  19. Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.

## **Education and Experience**

High School graduate or GED desirable. One (1) year's experience in the maintenance or an equivalent combination of education and experience, preferably in multi-housing.

The following Certifications must be obtained within one (1) year of employment or other allowable period of hire as authorized by the Property Manager.

- ◆ Fair Housing
- ◆ Certified Apartment Maintenance Technician (CAMT)
- ◆ Uniform Physical Condition Standard (UPCS)

## **Knowledge and Skills**

1. Good knowledge of techniques, methods, materials, and equipment used in maintenance.
2. Ability to understand and follow simple instructions.
3. Skilled in use of various custodial and building maintenance tools and equipment as appropriate.
4. Ability to perform moderately strenuous physical activity.
5. Ability to establish and maintain effective working relationships with other employees and residents.
6. Thorough knowledge of occupational hazards and applicable safety precautions of the assigned work.
7. Ability to read and/or understand directions contained in repair manuals and instructions/warning on cleaning agents.

## **Supervision Controls**

The employee receives instructions from the Property Manager. Generally, methods of accomplishing duties are limited and within established procedures and parameters established by the supervisor. Deadlines and priorities are generally set by the supervisor and the employee's progress is monitored regularly. The employee's work is monitored during each phase of the assignment and reviewed for progress, compliance with procedures, and for quality and completeness. The employee has no supervisory responsibilities.

## **Guidelines**

The employee follows established maintenance procedures and practices and service manuals in performing assigned tasks. If a situation not covered by guidelines arises, the employee consults the supervisor for guidance.

## **Complexity**

Work performed by the employee is mostly routine and repetitive in nature. Some tasks require the exercise of personal judgment in making decisions on accomplishing assigned work. The employee must consider safety and liability issues, weather, and timeframes for accomplishing work.

## **Scope and Effect**

The employees' work primarily affects the Agency's grounds and non-dwelling facilities. If accomplished properly, work efforts enhance the overall appearance of the developments and the surrounding community.

## **Personal Contacts**

The employee's personal contacts are primarily with residents, other employees, vendors, city employees, and contractors. Contact with residents is particularly important. The purpose of this is to give and obtain information necessary to do maintenance tasks efficiently, safely, and to document all actions. Conditions under which contacts occur can range from normal to stressful in an emergency situation, such as a gas leak or power failure.

## Physical Requirements

1. Normal physical activity can be tedious and require heavy lifting, carrying, and prolonged standing, walking, reaching, bending, pushing, pulling, kneeling, crouching, stooping, climbing, balancing and lying prone. The employee must use arm strength to manipulate hand tools such as saws, sanders, and jointers.
2. Must be able to lift up to fifty (50) pounds without assistance.
3. Must have a sense of balance sufficient for standing on a ladder of at least six (6) feet in height for an extended time period of time.
4. Must be able to operate hand tools, power tools, and equipment (e.g., drills, wrenches, hammers, pliers, electrical [Ohm] meters, saws, threaders, plumbing snakes, etc.)
5. Work requires spatial perception, finger and manual dexterity.
6. Must be able to establish and maintain effective working relationships with co-workers, residents, and persons outside the Agency and perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
7. Must be able to sit or stand for up to eight hours at a time while performing work duties.
8. Must be able to use fingers bilaterally and unilaterally to utilize job-related tools and equipment.
9. Must have vision and hearing corrected to be able to legally operate a vehicle in various environmental and traffic conditions and perform essential job functions.
10. Must have normal color perception to differentiate colors of electrical wiring, etc.
11. Must maintain punctuality and attendance as scheduled.
12. An employee may request reasonable accommodation to mitigate any of the physical requirements listed above.

## Work Environment

The employee works indoors and outdoors and is exposed to weather extremes. The employee may occasionally be subjected to electrical shock hazards, dangerous heights, dangerous chemicals (e.g., solvents, etc.), and skin irritants. The employee may be required to use goggles, gloves, masks, lumbar support belts, safety boots, and other personal protective equipment.

## Other Requirements

1. Must possess a State of North Carolina driver's license and regularly participate in continuous improvement and education. Must maintain a good driving record.
2. May be required to work after office hours on the on-call work schedule.
3. Must work with the highest degree of confidentiality.
4. Must be available for occasional overnight travel for training.
5. Must pass employment drug screening.
6. Must pass criminal background check.

The Housing Authority of The City of Goldsboro is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions;

however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Chief Executive Officer.

Employment with The Housing Authority of The City of Goldsboro is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

READ AND ACKNOWLEDGED			
EMPLOYEE NAME: (printed)			
EMPLOYEE SIGNATURE		DATE	
AUTHORIZED AGENCY REPRESENTATIVE SIGNATURE		DATE	