



## Gary Housing Authority

### Position Description

<b>Position Title:</b>	Maintenance Mechanic I	<b>Department:</b>	Maintenance
<b>Reports to:</b>	Facilities Manager	<b>Approved By:</b>	Executive Director/ CEO
<b>FLSA Status:</b>	Non-Exempt	<b>Approved Date:</b>	9/2022

#### Position Summary

Under direct supervision of the Property Manager and Director of Operations, the incumbent performs general manual and semi-skilled work in the maintenance and upkeep of public housing buildings and grounds. Individuals must demonstrate a basic knowledge of heating, carpentry, painting, electrical and plumbing skills through performance. Responsibilities include performing a variety of routine maintenance tasks at the various Asset Management Properties (AMPs). This employee may operate simple hand tools and small motorized equipment such as stripping machines and power mowers. Instructions are specific in nature on all tasks and work is subject to quality control review.

#### Essential Duties and Responsibilities

1. Performs required and planned corrective maintenance to buildings, fixtures, systems, and equipment.
2. Performs routine plumbing, electrical, heating, painting, and carpentry tasks
3. Installs and removes various appliances and equipment such as ranges, refrigerators, etc.
4. Performs preventative and cyclical maintenance on equipment, appliances, and carpentry components as scheduled.
5. Performs superficial repairs to toilets and drains, usually consisting of unplugging them and freeing them for normal use but may operate heavy equipment such as a sewer machine to perform routine plumbing repairs including, but not limited to unstopping plumbing fixtures and lines; replacing faucets and control valves on equipment; replacing or repairing plumbing fixtures and components; and repairing and replacing exposed waste piping.
6. Lifts, loads, and unloads heavy objects, such as stoves and refrigerators into and out of trucks.
7. Reports any unsafe or hazardous conditions encountered or observed on or at Authority properties or buildings.
8. Under direct supervision performs tasks in the maintenance of vehicles, equipment, and tools.
9. Uses a variety of small hand tools such as but not limited to rakes, shovels, brooms, mops, pliers, hedge clippers, power mowers, vacuum cleaners, etc.
10. Repairs and replaces windows, window screens, interior and exterior doors, screen doors, and related locks and hardware.



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11. May sweep and maintain parking areas, remove snow, spread salt, sand or ice melt as necessary.
12. Assists staff of the maintenance department, wherever needed, including driving a truck.
13. Repairs and replaces damaged subflooring, replaces damaged vinyl sheet goods and vinyl tile and base.
14. Diagnoses problems and determines needed repairs on various appliances and equipment including ranges, heating systems, air conditioners, laundry equipment and water heaters.
15. Performs routine electrical repairs such as diagnosing overloads, short circuits, and faulty fixtures to determine necessary repairs; checks, resets, and replaces circuit breakers and fuses; replaces faulty switches, receptacles and covers; repairs or replaces light fixtures and replaces globes; tests and replaces smoke detectors; performs minor wiring repairs not involving replacement.
16. Completes work orders according to established time standards.
17. Performs necessary repairs and replaces worn or broken parts and components on various appliances and equipment as requested.
18. Responds to after-hour emergency calls as necessary and in accordance with Authority policy.
19. Performs other related duties as required.

### **Knowledge Skills and Abilities**

1. Knowledge and ability to perform routine maintenance in the general categories of plumbing, electricity, heating, carpentry, painting and mechanical equipment applications.
2. Knowledge of the methods, practices, tools, and materials used in building maintenance and repair and groundskeeping.
3. Knowledge of the occupational hazards and applicable safety precautions of the assigned work.
4. Ability to perform routine maintenance tasks of varying difficulty with limited supervision.
5. Ability to establish and maintain effective working relationships with coworkers, residents, contractors, and the general public.
6. Ability to follow written and oral instructions and to communicate both orally and in writing.



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#### **Education, Experience & Requirements**

1. Graduation from high school, or equivalent.
2. At least two (2) years of experience in maintenance. Possession of state classifications and licensing is a plus.
3. Any equivalent combination of education, training, and experience which provides the required knowledge and abilities.

#### **Special Requirements**

1. Ability to operate a variety of heating, carpentry, electrical, and plumbing equipment, tools, and machines.
2. Ability to work/inspect in wet, damp, hot, cold, or dusty places. Ability to stoop and kneel in order to gain access to work areas.
3. Ability to work while standing for extended periods of time.
4. Ability to physically access all types of dwelling units.
5. Ability to move or carry objects up to seventy (70) pounds and in excess of seventy (70) pounds with the assistance of special equipment or additional persons.
6. Must be bondable and insurable by the insurance carrier of the Authority.
7. Possession of a valid motor vehicle operator's license and an insurable driving record.

*This position description in no way states or implies that these are the only job duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.*

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with



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disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficient & timely. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.