

# BURLINGTON HOUSING AUTHORITY

## Position Description

**Position Title:** Maintenance Mechanic

**Reports To:** Facilities Manager

**FLSA Status:** Non-Exempt

**Grade:** 18

**Effective:** April 1, 2013

### Position Summary

Under direct supervision of the Facilities Manager, a Maintenance Mechanic performs skilled maintenance tasks 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, electrical, heating and air conditioning and painting work. Work is generally completed independently and a great deal of independence in judgment in resolving problems in the act of repairing buildings and appurtenances is exercised. Some supervision may be provided to a small number of laborers and/or assistants.

### Major Duties and Responsibilities

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. A given incumbent may/may not perform all of the following duties.

1. Independently performs a wide range of building repairs and maintenance functions, calls for physical exertion frequently.
2. Required to drive vehicles to perform duties and travel between developments, pick up supplies, etc.
3. Repairs plumbing fixtures and pipes such as toilets, sinks, drains, and controls.
4. Digs ditches and holes to uncover leaks, and, once found, repairs leaks to pipes.
5. Repairs burner controls and switches, and rewires electric ranges, and performs minor electrical work on refrigerators.

6. Repairs or replaces electrical switches, outlets, lighting fixtures, circuit breakers, etc.
7. Repairs windows, doors, doorframes, locks and mailboxes.
8. Repairs mechanical equipment such as leaf blowers, power mowers, hedge clippers, and other pieces generally used by the maintenance force.
9. Orders materials, supplies, and equipment for own purposes and for others working on team, and may lift heavy objects into place.
10. Inspects apartments for maintenance work to be done, usually as a result of a tenant request or work order.
11. Uses a wide range of hand tools and equipment such as drills, hammers, pliers, electrical testers, hand and power saws, cutters, plungers, traders, wire brushes, etc.
12. Performs a number of grounds keeping tasks, including but not limited to: trimming, mowing, and planting.
13. Performs other related duties of the class as required.

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

1. Knowledge of standard practices, methods, materials, tools, and equipment, used in building and grounds maintenance.
2. Knowledge of standard practices, methods, materials, tools, and equipment, used in the plumbing, carpentry, and electrical trades.
3. 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 keep records such as work orders and prepare reports.
6. Ability to inspect buildings and grounds and determine needed repairs.
7. Ability to understand and follow written and oral instructions.
8. Ability to establish and maintain effective relationships with supervisors, coworkers, contractors, and the residents.
9. Ability to deal courteously and tactfully with the general public and to handle irate residents in a calm and fair manner.

## **Physical Requirements**

See attached Checklist for Physical Activities and Requirements, Visual Acuity, and Working Conditions of Positions

## **Minimum Education, Training and/or Experience**

High school graduate or GED equivalent. Must have 3 to 4 years practical experience (including supplemental training) in a related field or trade. An equivalent combination of training and experience may be substituted for the requirements above provided that the experience is sufficient to meet required knowledge and abilities.

## **Special Requirements**

1. Possession of a valid State of North Carolina driver's license or ability to obtain such a license within the time parameters set forth by the State of North Carolina.
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 able to provide emergency coverage after hours on a rotating basis. This may require the employee to carry a pager while on call.