

# ST. PETERSBURG HOUSING AUTHORITY

## JOB DESCRIPTION

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Position:	<b>Maintenance Mechanic</b>	Department:	<b>Housing Management</b>
Salary Range:	<b>\$31,200 - \$45,500</b>	Classification:	<b>Full-time, Non-Exempt</b>
Reports to:	<b>Maintenance Supervisor</b>	Revised:	<b>7/1/2016</b>

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### Position Summary:

This is manual, semi-skilled work involving responsibilities in maintenance and repair of the Authority properties to include buildings, facilities, apartments, equipment, and devices. Employees in this position perform a variety of manual skilled and semi-skilled tasks and are responsible for the satisfactory performance of light and heavy manual laboring tasks in a wide variety of construction and maintenance work including plumbing, carpentry, welding, masonry, refrigeration, electrical, roofing, appliance repair, alteration, and lawn upkeep. Assignments and supervision are received from a supervisor. The work location may vary as needed and evening and weekend on-call work is required on a rotating basis. Work is evaluated through results obtained and on-the-job inspections.

The statements contained here reflect general details as necessary to describe the principal functions of the job, the level of knowledge, and skills typically required and the scope of responsibility. It should not be considered as an inclusive listing of work functions or 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.

### Essential Functions:

- Work independently in assigned areas as instructed.
- Repairs electrical appliances, refrigerators, and stoves as assigned.
- Performs repair activities on plumbing, carpentry, refrigeration, electrical, appliance, roofing, etc., as directed.
- Perform painting duties on the interiors and exteriors of buildings.
- Remove, install and repair various types of water and sewer pipe, works in trenches or excavation often with water.
- Maintains machinery and tools in such a manner so as to prolong usable life and maintains high efficiency and reduced maintenance costs.
- May supervise maintenance crew in the absence of the Maintenance Supervisor, and may serve as lead worker over small work crew.

- Performs janitorial duties including general clean-up work around the sites. Janitorial duties may include, and are not limited to, picking up trash on grounds, hand weed removal, the waxing of floors, the cleaning of restroom facilities, and the emptying of trash.
- Performs routine cleaning duties inside apartments when residents vacate.
- May perform lawn maintenance duties, in the absence of lawn care contractor, to include: spray and trim foliage, clear brush and cut and edge grass and weeds with hand tools and power operated equipment; assist in planting trees and shrubbery; lay sod and give general care to lawns and grounds; remove dirt, rubbish, weeds, leaves, and other refuse from grounds.
- Completes work orders and obtains the necessary materials and/or supplies to complete assigned work orders.
- Performs a variety of tasks that may include mixing concrete with shovels, using prescribed amounts of sand, cement, and water.
- Assists in the loading and unloading of heavy materials, moves and/or assists in moving heavy boxes of equipment and large and bulky objects.
- Performs rotating on-call duties (nights and weekend) as assigned.
- Performs other related duties as may be assigned.

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

#### **Knowledge of:**

- trades to include HVAC, plumbing, electrical, painting, carpentry and property maintenance.
- equipment and appliance usage and repair.
- safety, fire prevention and first aid techniques.
- methods, practices, tools, and materials used in general maintenance and repairs of buildings, facilities, and equipment.
- occupational hazards and appropriate safety precautions.

#### **Skill in:**

- use and care of hand tools, gauges, electrical metering devices, power tools, lawn and other related equipment.
- measurement and mathematical calculations.
- task-related judgment and decision making.
- problem analysis and resolution.
- oral and written communication.
- budgeting and resource allocation.
- time management and workload prioritization.

#### **Ability to:**

- operate motor vehicle in order to visit various sites and properties.
- frequently move about the interior and exterior of assigned property.
- work in a variety of conditions and locations including on ladders, rooftops, confined areas, underground spaces, etc.
- lift and carry items weighing 50 pounds.

- recognize safety hazards in the work involved and to take precautionary methods to protect self and others.
- work independently on tasks assigned.
- meet the public effectively, to give information regarding development sites; and to look after the safety and welfare of visitors and residents.
- read and interpret documents such as safety rules, operating maintenance instructions, procedure manuals, and work orders written in the English language.
- verbally communicate effectively in the English language with fellow employees, residents, and the general public.
- to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Minimum Qualifications and Requirements:**

- Possession of high school diploma or GED certification.
- A minimum of five years of experience in various trades including general property maintenance, carpentry, plumbing, refrigeration, appliances and/or electrical maintenance and repair.
- Computer proficiency in Windows operating system and MS Office software including Word and Excel. Able to operate internet applications and email as well as external vendors' and proprietary software programs.
- Access to reliable transportation to drive between properties.
- Possession of valid Florida Driver's License.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk; sit; climb, or balance; stoop, kneel, crouch, or crawl; operate equipment, install refrigerators and stoves, and talk or hear. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

**Accommodations:**

Upon request, reasonable accommodations will be made for otherwise qualified individuals with disability.

Approved:

I confirm having received a copy of the Maintenance Mechanic job description.

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Name

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Date