

CHESTER HOUSING AUTHORITY

Position Description

Classification: Maintenance Mechanic

Supervisor: Property Manager/Lead Mechanic

Effective Date: 1/1/2011

Position Summary

Under direct supervision of the Property Manager/Lead Mechanic performs skilled maintenance and repair tasks to buildings, grounds, appliances, and equipment owned and operated by the Authority. Must demonstrate through performance; knowledge of basic heating, carpentry, painting, electrical, and grounds maintenance. Duties also include performing a variety of custodial, maintenance, and grounds keeping tasks at the various Authority properties.

Essential Job Functions (An incumbent may or may not perform all of the following duties)

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 work load.

1. Diagnoses problems and determines needed repairs on various appliances and equipment including ranges, heating systems, air conditioners, laundry equipment and water heaters.
2. Performs necessary repairs and replaces worn or broken parts and components on various appliances and equipment as listed above.
3. Repairs or replaces exterior woodwork, vinyl, and aluminum.
4. Repairs and replaces windows, window screens, interior and exterior doors, screen doors, and related locks and hardware.
5. Performs masonry repairs such as pointing masonry joints and repairing damaged components.
6. Repairs or replaces cabinets including the installation of new cabinets; fabricates replacement doors, drawers, and other components needed for cabinet repair or replacement; installs new counter tops.
7. Repairs or replaces plaster or drywall, including the proper application of drywall texture.
8. Repairs and replaces damaged subflooring; replaces damaged vinyl sheet goods and vinyl asbestos tile and base.

9. 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.
10. Performs routine plumbing repairs of a complex or technical nature including, but not limited to the following: unstops plumbing fixtures and lines using appropriate tools; replaces faucets and control valves on equipment; replaces or repairs plumbing fixtures and components; and repairs or replaces exposed waste piping.
11. Performs preventive and cyclical maintenance on equipment, appliances, and building components as scheduled.
12. Replaces and/or recalibrates various controls and devices on a variety of appliances.
13. Serves as the liaison between contractors and CHA ensuring work is completed accurately and in a timely manner.
14. Performs other related duties as required.

Required Knowledge and Abilities

1. Demonstrated knowledge and skill in applying knowledge in plumbing, electricity, heating, carpentry, painting, and mechanical equipment.
2. Knowledge of the methods, practices, tools, and materials used in building maintenance and repair and grounds keeping.
3. Knowledge of the occupational hazards and applicable safety precautions of the assigned work.
4. Demonstrated ability to perform heating and plumbing repairs.
5. Demonstrated ability to perform building maintenance tasks of varying difficulty with limited supervision.
6. Ability to establish and maintain effective working relationships with co-workers, residents, contractors, and the general public.
7. Ability to follow oral and written instructions in English.
8. Ability to communicate both orally and in writing in English.

Physical Requirements

1. Ability to operate a variety of 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 move or carry objects or materials such as sinks, counter tops, solid core and metal doors, debris, floor tile, fan motors and other HVAC parts, etc.
5. Ability to handle ranges and refrigerators using appliance hand trucks.
6. Ability to move or carry objects up to 70 pounds.
7. Ability to move or carry objects in excess of 70 pounds with the assistance of a hand truck or additional persons.

Minimum, Education, Training and/or Experience

1. Graduation from an accredited high school, or GED, vocational school, or equivalent, supplemented by technical courses in electrical, plumbing, and carpentry repair work; and/or,
2. Plumbing Journeyman Classification, or State Issued Plumbing License; and/or,
3. Electrician Journeyman Classification, or State Issued Electrician License; and/or,
4. HVAC Journeyman Classification, or State Issued HVAC License; and/or,
5. Boiler Operators License, State Issued; and/or,
6. Any equivalent combination of education, training, and experience which provides the required knowledge and abilities may be considered sufficient.

Special Requirements

1. Possession of a valid driver's license.
2. Ability to be bonded.
3. Must be insurable under the Housing Authority's vehicle insurance policy.