



## *Job Description*

### *Maintenance Mechanic*

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#### **SUPERVISION RECEIVED:**

The Maintenance Mechanic shall be under the direct supervision of the Facilities Manager.

#### **SUPERVISION EXERCISED:**

n/a

#### **POSITION CLASSIFICATION:**

Non-Exempt.

#### **POSITION SUMMARY**

This is the highest classification of maintenance professional which requires advance skills or certification. Personnel in this classification must have the ability to be certified in one or more of the trades classifications but will perform a wide range of maintenance-related tasks outside their primary area of assignment or certification. Under the direct supervision of the Facilities director, the Maintenance Mechanic is responsible for the preservation and upkeep of GHA properties. The Maintenance Mechanic will be aware of and always operate within OSHA Standards and company safety policies. The Maintenance Mechanic is responsible to dress for the weather.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Must practice OSHA standards and company safety policy.
2. Performs required planned and corrective (repair) maintenance to building surfaces, fixtures, systems, and equipment.
3. Performs equipment preventative maintenance tasks such as: checking for proper equipment operations; lubricating bearings, changing air filters, and changing heat exchanger and condenser coils.
4. Performs electrical and plumbing systems preventive maintenance tasks such as: inspecting plumbing fixtures for leaks and repairs, checking drain lines to insure they are free of obstruction, checking appliances for proper operation, testing light switches and electrical outlets, and conducting ground fault detection tests.

**MAJOR DUTIES AND RESPONSIBILITIES:** *(continued)*

5. Performs such mechanical tasks as repairing and/or replacing space temperature and HVAC equipment controls.
6. Performs such carpentry work as: hanging doors and installing windows, replacing/repairing door and window hardware, re-glazing windows, installing and/or repairing cabinets and handrails; repairing roofs, gutters, and downspouts; replacing floor tiles and repairing carpet; and patching plaster walls and ceilings.
7. Performs such masonry work as: repairing cracked concrete, replacing broken masonry brick and ceramic tiles, re-grouting ceramic tiles and sealing concrete and exterior brick walls.
8. Performs such plastering and sheetrock repair as: mixing plaster and drywall mud, removing old plaster and lathe; installing lathe, ground coat and white coat; installing and repairing drywall; bends and feathers edges to match surrounding surfaces.
9. Performs such plumbing tasks as: repairing faucet washers, seats, stems, spigots, valves, and hardware; resetting commodes, tubs, and sinks; repairing water leaks, replacing and/or repairing flush valves or flush tank hardware; and clearing clogged drains and soil lines.
10. Performs such painting tasks as: preparing surfaces for painting by patching plaster holes, sanding, scraping, or masking; painting with brushes, rollers, or sprayers; performing touch-up painting after work in an area; spot painting metal surfaces for corrosion control, etc.
11. Performs miscellaneous maintenance related tasks for a variety of situations as directed by immediate supervisor.
12. Performs necessary manual labor to keep housing projects in a decent, safe, and sanitary condition.
13. Utilizes a wide range of powered and non-powered hand tools such as drills, sanders, sewage line cleaners, saws, hammers, pillars, screwdrivers, wrenches, oilers and volt-ohm-amp meters.
14. Troubleshoots maintenance problems using visual and appropriate testing equipment.
15. Keeping GHA vehicle assigned to employee neat and clean (inside and out) and conducting monthly inspection of vehicle.
16. Participates in off-shift and weekend emergency maintenance coverage as scheduled.
17. Ability to install electrical appliances.
18. Performs such other duties as may be assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles, practices, tools and materials used in one or more building trades (i.e., carpentry, plumbing, painting, plaster/drywall, HVAC or electrical trades).
- Knowledge of occupational hazards and safety procedures of the trade.
- Skilled in the use and care of common hand tools required in building, equipment maintenance, and construction work.
- Ability to perform maintenance and repairs in one or more trades.
- Ability to perform tasks requiring moderately heavy manual work.
- Must have the ability to keep records and prepare reports accurately and communicate effectively both orally and in writing.
- Ability to work with a personal computer (or device) in a Windows environment including the ability to utilize word processing and spreadsheet applications such as Word and Excel and to utilize other standard or specialized software applications.

## **EDUCATION AND EXPERIENCE:**

- High School diploma, GED, or equivalent.
- Must have at least three or more years proven experience comparable to a certified journeyman level craftsman in more than one of the building trades or be a Vo-Tech graduate with a journeyman rating and certified in one or more of the trades classifications (electrical, plumbing, carpentry, plastering/drywall or HVAC).

## **SPECIAL REQUIREMENTS:**

- Must have a valid Florida Driver's License.
- Must be bondable.
- Must be insurable by GHA's automobile insurance coverage.

## **COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

- **ETHICS** – Treats people with respect; keeps commitments; inspires the trust of others, works with integrity and ethically; upholds organizational values.
- **PROBLEM SOLVING** – Works well in group problem solving situations; uses reason even when dealing with emotional topics.

## **COMPETENCIES:** *(continued)*

- **CUSTOMER SERVICE** – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to request for service and assistance; meets commitments.
- **INTERPERSONAL SKILLS** – Focuses on solving conflict, not blame; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remain open to others’ ideas and tries new things.
- **ORAL COMMUNICATION** – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions, demonstrates group presentation skills; participates in meetings.
- **WRITTEN COMMUNICATION** – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- **TEAM WORK** – Gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interest; supports everyone’s efforts to succeed.
- **ORGANIZATIONAL SUPPORT** – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization’s goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- **JUDGEMENT** – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **PROFESSIONALISM** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **ADAPTABILITY** – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **ATTENDANCE/PUNCTUALITY** – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **DEPENDABILITY** – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- **INITIATIVE** – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offer help when needed.

This position in no way states or implies that these are the only 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.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Salary Range:**

**Minimum: \$17.02 per hour**

**Maximum: \$20.32 per hour**

