

# **Gainesville Housing Authority**

## *Job Description*

### *Maintenance Mechanic / Sr. Maintenance Mechanic*

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#### **SUPERVISION RECEIVED:**

The Maintenance Mechanic shall be under the direct supervision of the Maintenance Supervisor and indirectly to the Facilities Director.

#### **SUPERVISION EXERCISED:**

None.

#### **POSITION CLASSIFICATION:**

Non-Exempt.

#### **POSITION SUMMARY:**

Under general supervision performs skilled and semi-skilled duties involved in the cleaning, alterations, maintenance, repairs and general upkeep of Housing Authority facilities, equipment and fixtures. Work assignments are received in oral or written form and are executed with minimal supervision.

The statements contained herein 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.

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

1. Shall assist in the total maintenance operation and general upkeep of all developments as assigned to proper safety standards and code requirements as required by GHA, HUD or other compliance requirements. These performance standards include, but are not limited to:
  - a. Unit Turnaround Time – Average turnaround time for maintenance is ten (10) calendar days.
  - b. Emergency Work Orders – Emergency corrected within 24 hours.
  - c. Routine Work Orders – Completed within seven (7) calendar days.
  - d. UPCS Work Orders – Non-Emergency – Completed within twenty-eight (28) calendar days.
  - e. Preventive Maintenance (PM) – Adheres to established PM schedules and performs all tasks timely and in accordance with the schedule.
  - f. Shall report health and safety issues to Maintenance Team Leader and Maintenance Supervisor while completing work orders or walking grounds.

- g. Quality of Work – General work product and repairs are to be completed in accordance with standard accepted practice.
  - h. Maintenance of Work Area – Maintain general upkeep of work area including organization of supplies and cleanliness of maintenance shop.
  - i. Personal Appearance – Cleanliness, grooming, and dressing in GHA issued uniform attire.
2. Shall be required to be on call at assigned site(s) and shall maintain GHA cell phone charged and on at all times and shall respond to calls as needed. Staff shall also adhere to the On Call Policy and Procedure. Must maintain a personal line of communication in addition to GHA provided cell for emergency purposes. Must provide number for the personal line of communication to GHA and if the number changes, must provide new number to GHA.
  3. Shall possess a valid Florida Driver's License and be insurable at standard rates with the Housing Authority's vehicle insurance carrier on a continuing basis.
  4. Shall attend work per predetermined work schedule and attend work outside of predetermined work schedule as required.
  5. Performs routine janitorial duties of Housing Authority properties and prepares Housing Authority units for incoming resident. Duties to include making all necessary repairs, re-painting, stripping and waxing floors, cleaning and repairing all appliances, plumbing and electrical, verifying property electrical, plumbing, HVAC operations, identifying safety hazards within unit.
  6. Provides supplies to contractor needed to renovate vacated units, if necessary.
  7. Shall be responsible for ordering and maintaining GHA inventory, tools, supplies, equipment, including motor vehicle(s) assigned to the department.
  8. Conducts annual inventory of fixed assets if necessary and inventory of maintenance shop including maintaining data in computer system.
  9. Maintains general upkeep of work area including organization of supplies and cleanliness of maintenance shop.
  10. Shall assist in the renovation of vacated units by preparation of surfaces, painting, (either hand painting or spraying), cleaning, and repair of appliances.
  11. Shall be responsible for the maintenance of grounds which includes but is not limited to the following:
    - a. Maintenance of sprinkler systems.
    - b. Removal of excessive rubbish on the grounds and disposal of such at the appropriate dump area.
    - c. Maintenance of walls and fencing.
    - d. Curb Appeal - Prompt removal of graffiti and anything else that would otherwise detract from a positive impression of a passerby.
  12. Shall be responsible for the maintenance of plumbing including but not limited to water faucets,

toilets and water heaters. Must also know location of sewer lines, including manholes and all clean-out plugs and must know location of water lines including shut-offs.

13. Shall be responsible for various carpentry and masonry work including but not limited to replacing base boards, shelves, repairing screen windows and doors, glazing, cutting and installing of glass for window repair.
14. Shall be responsible for the replacement of minor electrical essentials including but not limited to receptacles, toggle switches, fuses and multi-breakers.
15. Shall assist in various carpentry and masonry work (i.e., replacing mop boards, shelves, repairing/replacing screen windows and doors, glazing, cutting and installing glass for window repair, etc.).
16. Shall routinely check A/C and make repairs if necessary. If unable to then, notify Maintenance Team Leader.
17. Schedules service maintenance on GHA vehicles biannually, to include battery, tires, parts, and other repairs. Inspects and reports vehicle condition on monthly basis.
18. Shall perform any other related duties, as assigned by Maintenance Team Leader, Maintenance Supervisor, Operations Director or Executive Director.

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

- Thorough knowledge of building and maintenance equipment, tools, equipment, materials, and practices of the building and mechanical trades.
- Must have the necessary knowledge and skill to supervise and direct maintenance crew in a manner conducive to full performance and high morale.
- Must have the ability to plan, assign, and coordinate complex and varied projects.
- 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 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.

#### **EXPERIENCE AND TRAINING:**

- Experience in building maintenance, electrical, plumbing and general repairs.
- Education should be that of a high school graduate, or special training school in the above required skills.

## **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.
- **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.

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**Employee's Signature** **Date**

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**Supervisor's Signature** **Date**

**Salary Range:**

*Maintenance Mechanic*

**Minimum: \$28,122**

**Maximum: \$38,480**

*Sr. Maintenance Mechanic*

**\$36,088**

**\$45,115**

