

## **POSITION DESCRIPTION**

### **Maintenance Mechanic III**

**Reports to:**           **Executive Director**

**SUMMARY OF POSITION:** The Maintenance III oversees and coordinates the daily and long term maintenance operations including unit rehabilitation, system inspection, and work order resolution. The Maintenance III performs general supervisory duties for the knowledge of manual skills in repairing such items as plumbing and heating. The Maintenance III is responsible for the proper and timely completion of a wide range of routine maintenance-related tasks. This is a classification for certified skills in one or more of the trades and wide range of maintenance-related tasks outside the primary area of assignment or certification. This position requires advanced skills or certification and performs unit restoration. This is a classification level skilled in the maintenance of building surfaces and equipment. This position will be involved with considerable tenant contact because of the source of many work orders. Duties include performance of semi-skilled activities such as appliance repair, carpentry repair, electrical repair, mechanical repair, painting, plumbing repair, grounds care, etc. The Maintenance III is responsible to dress for all weather conditions. Performs any other related work as assigned by the Executive Director.

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

Practices safety precautions and is safety conscious at all times.

Assists with the disposition of surplus materials, vehicles, etc.

Performs planned and corrective maintenance to building surfaces, fixtures, systems and equipment.

Facilitates compliance with PHAS standards for physical inspections by coordinating the completion of related work orders.

Performs necessary visual inspections and manual labor to keep buildings and grounds in a decent, safe and sanitary condition according to PHAS standards related to all aspects of maintenance.

Performs equipment planned maintenance tasks such as checking for proper equipment operation, lubricating bearings, changing air filters.

Performs electrical and plumbing systems planned maintenance tasks such as inspecting plumbing fixtures for leaks and repairs, checking drain lines to ensure they are free of obstruction, checking appliances for proper operation, testing light switches and electrical outlets and conducting ground fault detection tests.

Performs specific grounds care tasks in accordance with established procedures. These tasks include, but are not limited to, mowing, trimming, edging, pruning, fertilizing, watering and reseeding; applying fungicides, herbicides, insecticides, and sterilants; sweeping walks and drives; patching parking lots and drives; repairing signs; removing snow, spreading sand and/or ice-melt, etc.

Makes grounds care decisions such as cutting height, pruning, plant spacing, fertilizing and applying insecticides.

Operates and maintains powered grounds care equipment such as tractor mowers, riding mowers, push mowers, edger, trimmers, vacuums, blowers, sprayers, spreaders and chain saws.

Uses and maintains non-powered grounds care equipment such as shovels, axes, slings, hoes, wheelbarrows, saws, trimmers, and hedge clippers, trash pickup sticks, trash sacks and trash containers.

Performs minor carpentry work such 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.

Performs such masonry work as patching cracked concrete, replacing broken masonry brick and ceramic tiles, re grouting ceramic tile and sealing concrete and exterior brick walls.

Performs such plastering and sheetrock repair as mixing plaster and drywall mud, removing old plaster, ground coat and white coat; installing and repairing drywall; bends and feathers edges to match surrounding surfaces.

Performs such plumbing tasks as repairing faucet washers, seats, stems, spigots 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.

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.

Performs miscellaneous maintenance related tasks for a variety of situations such as servicing and/or repairing cleaning equipment; servicing and/or repairing vehicles; and repairing work tools and equipment.

Independently performs a wide range of building and grounds repairs and maintenance functions, calling for physical exertion frequently.

Digs ditches and holes to uncover leaks, and, once found, repairs leaks to pipes and valves.

Inspects apartments for maintenance work to be done, usually as a result of a tenant request, work order, or move-in/move-out. Inspects finished restorations.

Carries out preventative maintenance and regular repair program for buildings and fixtures and other PHA property.

Uses a wide range of hand tools and equipment such as drills, hammers, pliers, electrical testers, hand and power saws, cutters, plungers, wire brushes.

Works independently and exercises a great deal of independence of judgment in resolving problems in the act of repairing buildings and appurtenances.

Participates in off-shift and weekend emergency maintenance coverage as scheduled in on-call rotation.

Monitors site for REAC preparedness.

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

Knowledge of the principles, practices, tools and materials used in two or more building trades, (i.e. carpentry, plumbing, painting, masonry, heating/cooling or electrical trades).

Knowledge of grounds care and maintenance.

Skilled in the use and care of common hand tools required in building and equipment maintenance and construction work.

Ability to follow oral and written instructions.

Ability to perform tasks requiring lifting and/or moving up to 100 pounds.

Ability to establish effective working relationships with MHA employees and the ability to meet and deal tactfully and courteously with the public.

Ability to work independently on the rehabilitation of units or resolution of work orders.

Ability to install electrical appliances.

Ability to individually restore living units to UPCS standards.

### **EDUCATION AND EXPERIENCE:**

High school diploma or equivalent.

Electrical, plumbing, and mechanical experience preferred. Licensure a plus.

Four or more years proven experience in one or more of the above-referenced building trades is required.

An equivalent combination of technical training and experience similar in nature to experience in accreditation or graduation from a trade or vocational technical school/institute with coursework in one of the above-referenced building trades.

### **SPECIAL REQUIREMENTS:**

Must have a valid State of Missouri vehicle operator's license.

Must have or be capable of obtaining a valid State of Missouri commercial vehicle operator's license if needed.

Must demonstrate computer literacy.

Must be able to competently read and write.

Must pass a pre-employment drug screen.

Must pass a background check.

Must be willing to travel overnight for a minimum of 15 days annually for training or attendance at conferences/workshops.

Must be able to obtain and maintain a bank account for direct deposit of payroll as mandated by the Board of Commissioners.

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Employee Signature

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Date