

HUNTSVILLE HOUSING AUTHORITY

200 WASHINGTON STREET (35801)
P. O. BOX 486
HUNTSVILLE, ALABAMA 35804-0486
(256) 539-0774

NEW JOB OPENING NOTICE NOVEMBER 2, 2023

- 1) POSITION TITLE: Maintenance Mechanic
- 2) NORMAL HOURS: 7:00 a.m. until 5:30 p.m.
Monday through Thursday (Fridays off)
- 3) HOURLY RATE: Minimum rate is \$21.45 per hour.
- 4) RESPONSIBILITIES: (See Attached)
- 5) QUALIFIED PERSONS INTERESTED: **Qualified** employees should submit an Internal Application Form to the Human Resources Department. The form can be obtained from Human Resources.

Qualified external applicants can obtain a position description and application from our website, www.hsvha.org, or at 200 Washington Street. **Resumes will only be accepted with a completed application.**

Position will remain open until filled.

HUNTSVILLE HOUSING AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, PREGNANCY, STATUS AS A PARENT, NATIONAL ORIGIN, AGE, DISABILITY (PHYSICAL OR MENTAL), FAMILY MEDICAL HISTORY OR GENETIC INFORMATION, POLITICAL AFFILIATION, MILITARY SERVICE, OR OTHER NON-MERIT BASED FACTORS.

MAINTENANCE MECHANIC

Huntsville Housing Authority is seeking a Maintenance Mechanic. Under the supervision of the Property Manager and/or the Maintenance Supervisor, this position performs skilled and semi-skilled work in a variety of mechanical and building trade categories to include electrical, plumbing, carpentry, painting, plastering, heating, air conditioning, and refrigeration. Must have a high school diploma or GED, with three years of experience in building maintenance, construction work, or related field; or any combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities. HVAC experience is preferred. Bilingual (Spanish) is a plus. Must possess and maintain a valid driver's license and have a good driving record. Minimum hourly rate is \$21.45, with excellent benefits.

For a complete position description and application, please visit our website at www.hsvha.org, or obtain an application from 200 Washington Street. **Qualified candidates should submit an application to: Human Resources Department, Huntsville Housing Authority, 200 Washington Street (35801), P. O. Box 486, Huntsville, Alabama 35804-0486. NO CALLS PLEASE.**

Position is open until filled.

**Drug/Alcohol/Smoke-Free Workplace
EEO Employer**

HUNTSVILLE HOUSING AUTHORITY

JOB DESCRIPTION

Position Title: Maintenance Mechanic
Department: Public Housing Operations
Grade: 25
FLSA: Nonexempt

POSITION SUMMARY: The fundamental reason this classification exists is to perform skilled and semi-skilled work in a variety of mechanical and building trade categories to include electrical, plumbing, carpentry, painting, plastering, appliance repairs, heating, air conditioning, refrigeration, and groundskeeping. Work is performed according to general or specific instructions from the Property Manager, his/her designee, and/or the Maintenance Supervisor.

ESSENTIAL FUNCTIONS: *(All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.)*

1. Maintains records and files, and completes and processes paperwork to include preparing documentations, and estimating costs using work orders, check-off sheets, report requisitions, catalogues, and reports, following departmental guidelines in order to document maintenance activity.
 - Reviews and processes daily work orders for accuracy to include reviewing work orders with the manager and/or resident after work is completed to ensure accuracy of information, and obtaining appropriate signatures from resident or manager.
 - Orders supplies by completing requisitions using designated catalogs, and completes project supply sheets in order to maintain a ready supply of materials on hand for work crews and to schedule work.
 - Inspects vehicles daily to include tire pressures, and oil and water levels, using a daily check-off sheet in order to determine if vehicle needs repairs.
 - Prepares written daily and monthly reports in order to record work completed and materials used on projects.

Position Title: **Maintenance Mechanic**

ESSENTIAL FUNCTIONS (Continued):

- Determines the materials and time or labor needed for a project by visiting the job site and completing daily requisitions for stock and non-stock items for materials needed.
 - Maintains records of materials and labor associated with each project.
 - Discusses repairs or maintenance activities to be conducted with the resident, schedules appointments with resident as needed, discusses costs associated with repairs, and obtains signatures from resident upon completion of work.
 - Estimates costs for labor and materials associated with fire or resident damage.
2. Supervises work performed by maintenance crews involved in maintenance and repairs as assigned by work orders or special assignments, using work orders to ensure work is on schedule and is performed correctly.
- Coordinates repairs by assigning specific duties to work crews.
 - Prioritizes work orders by considering the importance of the work and the time needed to complete the work.
 - Oversees and inspects the work performed by work crews through visual inspections.
 - Trains new employees on maintenance skills by illustrating how to perform work, and how to interact with the residents.
 - Assists with the preparation of annual performance reviews, to include informing subordinates of their strengths and weaknesses, and identifying training needs.
 - Counsels employees in violation of Housing Authority rules, regulations, or policies to include tardiness, and work performance.
3. Performs skilled repair work on heating units by repairing or replacing parts, and units, using various hand tools, following accepted standards, regulations, and manufacturer's specifications in order to install, repair, and maintain heating units.
- Replaces or repairs thermostats and other defective parts as needed.
 - Checks for gas leaks using a leak check solution and/or detector.

Position Title: Maintenance Mechanic

ESSENTIAL FUNCTIONS (Continued):

- Arranges for repairs to boilers by contacting contractors and overseeing their work.
4. Performs skilled plumbing work by repairing or replacing parts such as water or sewer lines, and supply lines, using various tools such as a pipe wrench, propane torch, channel lock, wrench, screwdriver, cordless drill, electrical hand auger, and pipe cutter, following departmental guidelines and applicable codes in order to install and maintain plumbing systems, pipes, and fixtures.
- Installs, repairs, or replaces plumbing fixtures, to include water heaters, commodes, sinks, tubs, shower fixtures, knobs, drains, sewer lines, supply lines, etc.
 - Supervises the excavating, laying, and repairing of underground water and sewer lines and the repairing of cutoffs or lines.
 - Clears or repairs drains, toilets, pipes and supply lines, using equipment, tools, or conventional methods.
 - Installs inside or outside water cutoffs as needed.
5. Performs electrical repairs by installing or repairing wiring associated with an apartment unit or appliance, using insulated tools such as screwdrivers, pliers, wire cutters, volt meter, wire nut, and other tools and equipment (electrical tape, torch, hand truck, drill, and grinder), following accepted standards, regulations, and manufacturer's specifications in order to install, repair, and maintain a variety of electrical fixtures, systems, and appliances.
- Repairs or installs light fixtures, switches, breakers, receptacles, and base plugs.
 - Replaces inside electrical wiring in apartments or appliances, repairs wiring, or reattaches wiring to fixtures, switches, or base plugs.
 - Repairs electric stoves, ranges, and other electrical appliances.
6. Performs skilled repair work on refrigerators and air conditioning equipment, using hand tools, screwdrivers, pliers, drills, and Freon, following accepted standards, regulations, and manufacturer's specifications in order to install, repair, and maintain the units. Only employees certified to handle Freon can recharge the units with Freon gas.

Position Title: **Maintenance Mechanic**

ESSENTIAL FUNCTIONS (Continued):

- Inspects unit using a scheduled preventive maintenance plan.
 - Checks parts for proper operation and/or cleanliness, checking to ensure proper ventilation, and inspecting Freon levels and parts for corrosion. Only employees certified to handle Freon can recharge the units with Freon gas.
 - Repairs or replaces parts as needed to include cold controls, light sockets, door gaskets or seals, compressors, evaporator and condenser fans, handles, etc.
 - Recharge unit with Freon gas, and inspects for leaks as determined by the preventive maintenance program. Only employees certified to handle Freon can recharge the units with Freon gas.
 - Changes out compressors by removing compressor, soldering, replacing, and recharging. Only employees certified to handle Freon can recharge the units with Freon gas.
 - Repairs electrical parts to include replacing switches, relays, sensors, fans, etc.
7. Performs skilled repair, replacement, and maintenance work to apartment units and appliances by inspecting units or appliances, and installing, repairing, or replacing units or parts to gas furnaces, hot water heaters, and stoves, using various hand tools, following departmental guidelines and manufacturer's specification in order to ensure that the units are working properly and are in compliance with safety standards.
- Inspects gas furnaces and stoves annually, using accepted standards, regulations, and manufacturer's specifications.
 - Installs gas furnaces, valves, thermostats, heaters, stoves, and water heaters.
 - Repairs water heaters by replacing the unit or by replacing or repairing controls, thermocouplings, burners, relief valves, or supply lines, and checks for gas and/or water leaks.
 - Replaces or repairs oven controls, oven valve body, knobs, grates, and door hinges.
8. Conducts preventive maintenance and move-out inspections when a resident has vacated a unit by visually inspecting the apartment unit, grounds, and appliances for damages using inspection form, and preventive maintenance checklist, following departmental rules, regulations, and guidelines in order to assess repairs needed.

Position Title: Maintenance Mechanic

ESSENTIAL FUNCTIONS (Continued):

- Visually inspects the structure and appliances at least annually for vandalism or resident damages. Makes repairs as necessary.
 - Visually inspects the condition of roofs, at least annually, and makes necessary repairs.
 - Conducts move-out inspections of the structure and grounds with the resident by using a move out/preventive maintenance checklist and by visually inspecting the structure, appliances, and grounds.
 - Moves appliances between apartments for renovations or resident moves.
 - Reconnects or disconnects utilities as residents move in or vacate an apartment, to include electrical, gas, and water.
 - Cleans apartments and appliances after residents move out or after maintenance, repair, or remodeling is completed.
9. Performs skilled carpentry work in the repair or installation or renovation of existing buildings, using basic tools such as a router, planer, screwdriver, wrench pliers, hammers, tape measure, cordless drill, and power tools, following departmental guidelines in order to provide quality facilities for residents of the Housing Authority.
- Repairs or replaces and installs wood and metal doors and door units, to include measuring and hanging the door and installing handles, locks, and mail drops.
 - Repairs, constructs, or installs kitchen or bathroom cabinets or drawers by replacing or installing complete or partial cabinets or parts to include measuring for cabinets and spacers, determining the proper placement of cabinets, and measuring area to determine appropriate size for cabinets.
 - Repairs or installs tile or vinyl floors by measuring area and computing materials needed, removing old tile, replacing subfloor, cutting new floor or tile, and gluing new tile or vinyl.
 - Repairs or replaces carpet by removing old carpet and installing new carpet.
 - Repairs roofs by replacing damaged roofing materials.
 - Repairs interior and exterior walls as needed.

Position Title: Maintenance Mechanic

ESSENTIAL FUNCTIONS (Continued):

- Repairs or replaces windows, windowpanes, and screens.
 - Re-keys locks by changing keys and cylinders and cutting new keys if needed.
10. Performs painting, spackling, and plastering work, using a tape measure, marking devices, brushes, rollers, sandpaper, caulking gun, putty knife, mechanical tools, brush cleaners, and drop cloths, following departmental guidelines in order to maintain interior/exterior of housing units.
- Mixes prepared paint and applies coats of paint to interior or exterior surfaces of buildings, doors, walls, ceilings, trim, windows, shutters, fixtures, cabinets, and other surfaces.
 - Covers surface of articles, not to be painted, with masking tape before painting.
 - Prepares surfaces for paint application by smoothing surfaces, removing old paint, cleaning surfaces, or other methods as appropriate.

OTHER RESPONSIBILITIES:

1. Performs standby duty as scheduled.
2. Contributes to department objectives by accepting additional assignments and performing related tasks, following departmental guidelines, rules, and regulations in order to meet the overall objectives of the department.
3. Performs other job-related duties as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. High school diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education or GED certificate issued by the appropriate state agency, with three years' experience in building maintenance, construction work, or related field; or any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities.

Position Title: Maintenance Mechanic

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED (Continued):

2. Ability to read work orders, blueprints, diagrams, drawings, sketches, or written instructions as needed to determine the materials needed to perform the work, to schedule work crews, to understand a work order, and to locate underground lines.
3. Ability to inspect and evaluate the work of others as needed to identify or prevent problems, to evaluate work performance and progress, and to identify training or equipment needed.
4. Ability to maintain effective working relations with supervisors, subordinates, residents, and the general public.
5. Ability to communicate orally with subordinates, residents, and supervisors as needed to relay information or instructions tactfully regarding maintenance projects.
6. Ability to plan, schedule, and prioritize work to be performed by work crews as needed to complete a job on schedule.
7. Knowledge of departmental policies, procedures, and common practices regarding maintenance activities to include repairs or replacements.
8. Knowledge of the safe and proper use of hand and electrical tools.
9. Ability to determine actions necessary as needed to correct problems or errors encountered during maintenance activities.
10. Ability to demonstrate proper maintenance procedures or methods to subordinates or to recommend the most cost effective and efficient methods.
11. Ability to motivate subordinates as needed to ensure work is completed on schedule to include providing feedback and recognition.
12. Thorough knowledge of the standard methods, practices, tools, and materials of at least one craft trade.
13. Ability to utilize all electrical and hand tools, to include a ruler, hammer, square, level, skill saw, and sander as needed to perform maintenance activities.
14. Ability to communicate in writing as needed to complete reports, requisitions, and work orders, to prepare memos and to prepare and maintain legible records.

Position Title: Maintenance Mechanic

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED (Continued):

15. Ability to complete departmental forms and paperwork as needed when scheduling crews and ordering materials.
16. Ability to add, subtract, multiply, and divide as needed to determine materials needed.
17. Ability to work independently as needed to schedule work crews, order materials, and to oversee the work.
18. Knowledge of electrical, gas, and water connections.
19. Ability to estimate the labor and materials needed to complete a job using a blueprint or by observing the job site.
20. Knowledge of accepted building methods and techniques used during maintenance activities.
21. Knowledge of accepted building and electrical codes, local, state, or federal regulations and manufacturer's specifications.
22. After completing the two-year State of Alabama Certified Apprentice Plumbers and Gas Fitters Program, must possess a State Certificate of Journeyman Gas Fitter within one year of assuming this position.
23. Must possess and maintain a valid driver's license, possess and maintain a good driving record, and must be insurable by the Housing Authority's vehicle insurance policy.
24. Must be bondable and insurable by the insurance carrier of the Huntsville Housing Authority.
25. Must complete Fair Housing training annually and demonstrate proficiency in Fair Housing laws and requirements through successful passage of Fair Housing exam required by Director of Public Housing Operations.
26. Must complete Sexual Harassment training annually and demonstrate proficiency in Sexual Harassment laws and requirements through successful passage of Sexual Harassment exam required by Director of Public Housing Operations.