

NEEDHAM HOUSING AUTHORITY POSITION DESCRIPTION

POSITION: MAINTENANCE MECHANIC

REPORTS TO: MAINTENANCE SUPERVISOR

JOB SUMMARY

Under the guidance of the Maintenance Supervisor, the Maintenance Mechanic performs duties associated with the maintenance and repair of public housing units, buildings, and grounds.

PRIMARY RESPONSIBILITIES:

- Prepare vacant units for occupancy, making necessary repairs, washing, patching, painting, cleaning floors, cleaning appliances, and cleaning bathrooms
- Repair plumbing fixtures and pipes such as toilets, sinks, drains, faucets, faucet shut off, etc.
- Repair stove burners, controls, and switches, and perform minor repairs on electric ranges and refrigerators
- Repairs windows, doors, door frames, locks, screens, etc.
- Minor masonry repairs
- Minor electric, carpentry, plumbing repairs
- Plastering and painting
- Appliance maintenance
- HVAC monitoring and maintenance
- Clean housing units and properties of debris and carries away debris by truck. • Trash removal
- Mow lawns, maintain shrubbery and trees, and other related landscaping tasks
- Small equipment repair and service
- Snow plowing, snow blowing, shoveling,
- Assists contractors in gaining access to buildings in order to perform work.
- Maintain complete and accurate records of hours worked and work performed
- Responsible for after hours, weekend and holiday emergencies when called. Must be available for snow removal and other related weather emergency duties after hours, weekends, and holidays. •
 Perform other related duties as assigned
- Accomplish other duties as may be assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of applicable building and safety codes, regulations, policies, and procedures.
- Skill in use and care of tools, machinery and equipment customarily used by maintenance personnel.
- Ability to read drawings and specifications
- Ability and skill to use small hand tools and power equipment.
- Ability to perform manual work such as digging and shoveling
- Ability to operate gasoline-driven equipment such as trucks, snow blowers, tractors, power mowers, and perform ordinary maintenance on equipment
- Ability to work in hazardous conditions such as snow, ice, and rain storms as well as unsanitary conditions
- Ability to make decisions under pressure
- Ability to communicate effectively with others, both verbally and in writing

- Must have a valid Massachusetts driver's license
- Must have the ability to be covered under the Housing Authority's vehicle insurance policy at a reasonable cost.
- Must maintain confidentiality of applicable resident and workplace information.
- Willingness to work with a culturally and socioeconomically diverse population

EXPERIENCE AND TRAINING

High school diploma or equivalent preferred. A minimum of two (2) years general real property maintenance experience required

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Ability to lift fifty (75) pounds
- Ability to bend, stoop, move in constricted areas, climb a ladder and work in high places
- Ability to lift heavy objects in and out of trucks
- Must possess good visual ability
- Must possess manual dexterity of hands and fingers to perform necessary maintenance tasks
- Ability to work indoors and outdoors in adverse weather conditions