

CHESAPEAKE REDEVELOPMENT AND HOUSING AUTHORITY

Position Description

Classification: PT Maintenance Mechanic #941

Supervisor: Asset Manager

Salary Range: \$12.81 per hour

Classification: Non-Exempt

Position Summary

An employee in this classification performs semi-skilled and unskilled maintenance and repair tasks on buildings, grounds, and equipment. Under the direct supervision of the Property Manger the incumbent is responsible for semi-skilled and unskilled maintenance and repair tasks and installations on Authority buildings, grounds, apartments and equipment as assigned. Must demonstrate, through performance, a knowledge of basic heating, carpentry, painting, electrical and grounds maintenance.

As a member of the Vacancy Crew, the individual in this position performs semi-routine and diversified duties in connection with preparing a vacant unit for occupancy. Duties may include repairs such as woodwork repairs, plumbing repairs, electrical and painting work. An incumbent is expected to have knowledge of and manual skills in repairing such items as plumbing and heating valves and pipes, electrical switches, stoves, and refrigerators; windows, doors, and other wood materials, mechanical equipment, and in carrying out a full set of maintenance duties. The individual in this position may be required to work under hazardous and conditions such as heat, cold, dust, and dirt.

Essential Job Functions

The statements contained here 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.

1. Independently performs a wide range of building repairs and maintenance functions, frequently calling for physical exertion.
2. Repairs plumbing fixtures and pipes such as toilets, sinks, drains, valves, and controls.
3. Digs ditches and holes to uncover leaks, and, once found, repairs leaks to pipes and valves.
4. Repairs burner controls and switches, and rewires electric ranges, and performs minor electrical work on refrigerators.
5. Repairs or replaces electrical switches, outlets, lighting fixtures, circuit breakers, fuses, etc.
6. Repairs windows, doors, doorframes, kitchen cabinets, locks, and mailboxes.

7. Repairs drywall and paints and touches up units as necessary.
8. Cleans kitchen and bath sinks, bowls, floors, walls, windows, and mirrors, as directed.
9. Mops, waxes, and vacuums floors of vacant units, as directed.
10. Checks for hidden damages to ensure compliance with HQS.
11. Cleans walls, frames, and baseboards.
12. Installs, or re-seals, ceramic floor and wall tiles.
13. Specifies materials, supplies, and equipment for own purposes and for others working on team, and may lift heavy objects into place.
14. Uses a wide range of hand tools and equipment such as drills, hammers, pliers, electrical testers, hand and power saws, cutters, plungers, threaders, wire brushes, etc.
15. Performs all job functions in a safe manner.
16. Performs other related duties as required.

Required Knowledge and Abilities

1. Knowledge of and basic skills in the use of various types of building and custodial materials and equipment.
2. Knowledge of and basic level of proficiency in: carpentry, appliance and small engine repair, repair, general plumbing, grounds maintenance, quality control, roofing, plastering and sheetrock, interpreting specifications, tile setting, painting, and heating and cooling systems.
3. Knowledge of occupational hazards and safety precautions of the work.
4. Ability to use tools and equipment necessary to perform the maintenance and repair tasks as outlined above.
5. Ability to inspect buildings and grounds and determine needed repairs.
6. Ability to understand and follow written and oral instructions; ability to understand and work from sketches and diagrams, etc.
7. Ability to maintain records and prepare routine reports.
8. Ability to establish and maintain effective working relationships with co-workers, contractors, and the residents.
9. Ability to complete repairs within a specified time schedule.

Physical Requirements

1. Ability to move or carry objects or materials such as sinks, counter tops, solid core and metal doors, debris, floor tile, fan motors and other HVAC parts, etc.; ability to handle ranges and refrigerators using appliance hand trucks. Lifting (ground to waist level) requirements for an individual in this classification may exceed 75 lbs. on an infrequent basis.
2. Ability to operate a variety of power and hand tools used in the carpentry, electrical, and plumbing trades.
3. Ability to operate a truck and a van.
4. Ability to kneel, crawl, stoop, and crouch in order to work in tight or cramped spaces such as attics and crawlspaces; ability to work in these positions for extended periods of time.
5. Ability to work in wet, damp, hot, cold, or dusty conditions for extended periods of time.
6. Ability to work while standing for extended periods of time.
7. Ability to climb a ladder as necessary to make roof repairs and repair/maintenance work at higher elevations, 2-3 stories and more.

Minimum Education, Training and/or Experience

1. Graduation from an accredited high school, or GED, vocational school, or equivalent, supplemented by technical courses in electrical, plumbing, and carpentry repair work.
2. At least three (3) year's practical work experience in the building construction/maintenance trades.
3. Any equivalent combination of education, training, and experience may be substituted for the requirements above provided that the experience is sufficient to meet the required knowledge and abilities.

Special Requirements

1. Possession of a valid Commonwealth of Virginia driver's license.
2. Must be bondable.
3. Must pass a criminal background check.

Performance Norms

The following performance norms are to be utilized as a method for evaluating performance of the employee(s) in this classification. The performance norms listed highlight the required performance indicators and are not intended to be the sole indicators of employee performance. Performance will be evaluated annually as well as ongoing through daily supervision and random quality control inspections. Performance norms represent the minimum requirements for the position. Documented performance in excess of the norms may qualify the employee for merit pay and failure to meet performance norms may result in disciplinary actions, including, but not limited to, dismissal.

1. Required reports are thorough, concise, and timely 95% of the time.
2. Maintenance Supervisor directives are implemented according to established timeframes 95% of the time.
3. Completes work orders in a timely manner 98% of the time.
4. Corrects all deficiencies within the prescribed timeframes 98% of the time.
5. Follows the CRHA's policies and procedures 98% of the time.
6. Follows safety standards 100% of the time.
7. Achieves the objectives and goals outlined the Authority's strategic plan according to established timeframes.
8. Treats customers, employees, vendors, and contractors with respect.
9. Performs all duties to the highest of customer service standards.