



OAK RIDGE HOUSING AUTHORITY

Maintenance Mechanic

Job Description

Job Title: Maintenance Mechanic

Status: Hourly

Hours: Up to 29 hours per week

Location: 74 Honeysuckle Lane

Responsible To: Maintenance Coordinator

Responsibilities:

POSITION SUMMARY:

This position is responsible for ensuring high quality work in response to both routine and preventative maintenance issues for 128 Public Housing Units at Oak Ridge Housing Authority

CORE DUTIES AND RESPONSIBILITIES:

- This is skilled maintenance and repair work performed for the Oak Ridge Housing Authority.
- Perform a variety of technical assignments depending upon seasonal and workload demands
- Perform routine and preventative maintenance duties in an apartment complex.
- Perform skilled journeymen level duties in electrical troubleshooting and repair, plumbing installation and repair, carpentry, sheet rock repair, painting, masonry, roofing, and related preventative maintenance activities.
- Perform landscaping duties and prepare vacant apartments to be re-occupied
- Work is reviewed by the Maintenance Coordinator upon completion to insure the quality and timeliness of assigned work

EXAMPLES OF WORK:

- Repairs and replaces doors, doorjambs, doorknobs, and locks
- Repairs and patches holes in sheet rock or rehangs sheet rock if necessary
- Installs or replaces floor tile or linoleum
- Installs new tub surrounds when required
- Replaces new wiring and conduit from the panel box to the receptacle
- Replaces broken concrete in sidewalks and driveways and patches small areas of asphalt
- Repairs broken windows and screens and repairs vinyl siding and soffit

- Installs, repairs or replaces cabinets, drawers, and cabinets tops
- Patches and repairs roofs and installs shingles if required
- Installs, repairs and replaces electrical switches, receptacles, outlets, etc.
- Installs, repair or replaces copper, galvanized, or PVC pipes and other plumbing fixtures
- Repairs hot water heaters
- Unstops sewer lines using electrical or hand-held augers
- Troubleshoots and repairs refrigerators and electric stoves
- Troubleshoots and repairs HVAC units by replacing switches or other electrical components
- Cleans, prepares and paints apartments for occupancy after the previous resident has vacated
- Keeps all tools and equipment in good operating order
- Cleans up all debris after performing repair activities
- Performs related work as required

ADDITIONAL DUTIES:

- At times staff will be required to perform additional duties beyond those specified

MAINTAIN AWARENESS OF ORHA:

- Attend all scheduled ORHA staff meetings, lunch and learns, as required
- Complete ongoing training assignments as required
- Review email announcements, resources books, partner websites, HUD website, manuals and CFRs routinely

PROFESSIONALISM:

- Maintain professional decorum through email conversations, trainings, presentations, and meetings
- Support and Carry out the mission of the agency

REQUIRED SKILLS:

Graduation from an accredited high school; supplemented with vocational craft training; considerable experience in plumbing, appliance repair, carpentry, and electrical repair, ability to interact with the public in a tactful manner, or any equivalent combination of education and experience to provide the following critical knowledge, abilities or skills:

- Considerable knowledge of the methods, materials, tools, and practices of plumbing, appliance repair, carpentry, and electrical repair involved with apartment maintenance
- Knowledge of two or more of the following technical areas: painting, pest extermination, residential construction, masonry, or air conditioning/refrigeration
- Knowledge of the hazards and safety precautions associated with all maintenance activities including the proper use of respirators; lock out procedures and use of solvents and lawn/pesticide chemicals (including MSDS specifications)
- Ability to communicate clearly and effectively with co-workers, residents and the public.
- Ability to troubleshoot electrical systems, appliances, and equipment and make proper decisions regarding needed repairs

- Ability to plan and organize job assignments in an efficient manner
- Ability to acquire, retain and utilize new maintenance techniques and procedures as advancements in technology occur
- Ability to perform the physically demanding aspects of the job
- Considerable skill in the care and use of the tools and equipment associated with maintenance activities
- Skill in the operation of motor vehicles including trucks, vans, and automobiles

EDUCATION/QUALIFICATION:

- Valid Drivers License
- Valid personal automobile insurance
- Offers of employment are contingent upon acceptable criminal background check, acceptable drug screening and acceptable motor vehicle report
- Strong motivation to accomplish goals, with an ability to work independently and as a team member

I understand the duties listed above and will perform them to the best of my ability. I also understand that this position could end at any time, and that a guarantee of long term employment is not provided.

Staff Name

Date

Executive Director

Date