

GEORGETOWN HOUSING AUTHORITY**Position Description****Title: Maintenance Mechanic B****Supervisor: Maintenance Supervisor****Pay \$17.00 hour Non-Exempt****Duties and Responsibilities**

*******If you are interested in this position, you MUST complete our GHA application. Go to <http://georgetownha.org/employment.htm> Then print application and**

FAX to 512-869-3475, handwritten is acceptable, resume is not necessary but is allowed.

The Maintenance Mechanic B position is responsible for diagnosing and performing repairs, which are more technical in nature, requiring highly skilled levels of knowledge. Tasks are performed in several trades or crafts. The Maintenance Mechanic B must maintain properties within UPCS standards and ensure properties present a professional well-kept appearance by working with properties managers and coordinating with other maintenance staff to ensure that repairs are made in a timely and efficient manner. Specific duties may include the following:

- Troubleshoot, service, and repair HVAC systems of all types, including mini-splits, gas heating units, and equipment to make diagnoses, and perform warranty services.
- Performing preventative maintenance by cleaning and adjusting reheat coils, air ducts, and air filters to improve air quality. Ensuring condensation drain lines are free of debris and draining properly.
- Makes electrical and carpentry repairs.
- Drywall finishing seal joints, repair cracks, and smooth any imperfections on walls and ceilings in preparation for painting or treatment. (a must)
- Makes repairs and adjustments to various appliances and equipment (e.g., refrigerators, gas and electric stoves, furnaces, electric motors, smoke detectors, heat pumps, power tools and test equipment) and repairs or replaces appliances and equipment.

- Repairs, installs, or replaces wiring and parts for electrical outlets, switches, light fixtures, and breaker switches/fuses.
- Repairs or replaces plumbing fixtures and fittings (e.g., leaky faucets, clogged drains and sewer lines, sprinkler systems, damaged toilets, sinks, and water cutoffs). Repairs and replaces water heaters and lavatory sinks.
- Repairs/replaces/paints/touches up damaged walls, roofs, woodwork, floors, fences, gates, doors and door locks, windows, cabinets, peepholes, clotheslines, fans and belts. Repairs, paints and seals building surfaces.
- Repairs or replaces door and window screens and installs window shades and window glass.
- Disassemble/assemble and move furniture and equipment.
- Responsible for Capital Fund projects and other special projects as required by the Executive Director.
- Responsible for all UPCS inspection results. Generating and executing corrective repairs and action ensuring all areas identified have been corrected in accordance with prevailing UPCS standards in a timely manner.
- Supervises, prepares, and monitors vacant dwelling units for new residents, including painting, repairs, security, and cleaning of units, ensuring the total turning of the unit within 20 days or less.
- Works on-call emergency and after-hour and weekend call rotation shifts as scheduled by Supervisor.
- Services Authority vehicles and tools. All vehicles and tools must be operational, safe, and used correctly through aggressive inspections and supervision.
- Performs periodic and routine walk-through inspections of assigned facilities, identifies work requirements, submits requirements to service call and performs work assigned. Completely and correctly completes all required paperwork involving inventory, daily work orders, daily vehicle service inspections and any other assigned reports.
- Research and estimates time and materials needed, and records time and materials used. Requests for needed tools, equipment, supplies and materials to perform assigned tasks. Monitor's supplies and controls inventory of equipment and tools.
- Monitor's maintenance stock needed and used and picks up and delivers parts and paperwork.

- Ensures all areas identified during inspections, such as quarterly, annual, move-in, and move-out, are repaired in a timely manner in such a way as to pass the HUD/REAC UPCS requirements.
- Conducts daily property walking inspections of all areas of the assigned property to ensure the property will achieve a superior rating during any HUD, REAC, or required UPCS inspection.
- Provides information within the area of assignment; resolves complaints and interacts with residents in an efficient, timely, and courteous manner.
- Maintains grounds by picking up litter, watering grass and plants, sweeping sidewalks and parking lots, mowing, weed eating and edging lawns, racking up leaves and cultivating shrubs and flower beds. Also trims and removes trees that are safety hazards.
- Maintains floors by sweeping, mopping, waxing, polishing, shampooing and vacuuming carpets in all areas of buildings, including the GHA Activity Learning Center, and offices.
- Performs other related duties as assigned.

Qualifications and Knowledge

- High school graduate or GED. Three years' experience in apartment or building maintenance, vocational training and/or experience in areas of general repairs, HVAC, carpentry, plumbing, and electrical repairs, or an equivalent combination of education and experience.
- HVAC license, EPA/Refrigerant license preferred.
- Thorough knowledge of policies, practices, procedures and techniques, methods, materials, and equipment used in plumbing, carpentry, and electrical repairs and in the repair of household appliances and heating systems.
- Thorough skill in HVAC and working knowledge of all maintenance crafts.
- Skill in the use of various hand and power tools and test equipment.
- Ability to read and write in English. Ability to speak Spanish highly desirable.
- Ability to read and understand repair manuals and instructions/warnings on cleaning agents; write service requests, maintenance reports, and inspection reports.
- Ability to establish and maintain effective working relationships with other Authority employees and residents.

- Understand and follow instructions and communicate effectively, as required.
- Manage time well and meet timelines and deadlines.
- Valid Texas driver's license.
- Eligibility for coverage under Authority fleet auto insurance.

Supervision Received and Given

The employee receives instructions from the Maintenance Supervisor. Generally, methods of accomplishing assignments are at the discretion of the employee within established procedures. Deadlines and priorities are generally set by the supervisor and the employee's progress is monitored regularly. The employee's work is reviewed generally for quality and completeness. The employee has no supervisory responsibilities but will coordinate other maintenance staff to ensure that work orders and repairs are done in a timely and effective manner.

Responsibility for Monies and Property**Responsibility for Confidential Matters****Scope and Effect**

The employee's work primarily affects the residents in the housing developments to which the employee is assigned.

Personal Contacts

The employee's personal contacts are primarily with residents and other employees. Contacts with residents are particularly important. The purpose of these contacts is to give and obtain information necessary to conduct the maintenance tasks efficiently and safely and to document all actions. Conditions under which contacts occur can range from normal to stressful in an emergency situation, such as a gas leak or power failure.

Physical Demands

The employee must operate hand and power tools and equipment. Normal physical activity can be strenuous and may involve prolonged standing, walking, reaching, bending, crouching, stooping, and lying prone. The employee must use arm strength to manipulate hand tools such as saws, sanders, and jointers. The employee must occasionally push, pull, and/or lift objects up to and over 25 pounds. Work requires spatial perception and finger and manual dexterity.

Work Environment

The employee works indoors and outdoors and is exposed to weather extremes. The employee may occasionally be subject to electrical shock hazards, dangerous heights, dangerous chemicals, and skin irritants (e.g., cleaning solutions, solvents, insecticides). The employee may be required to use goggles, gloves, masks, waist support belts, safety boots, and other safety equipment.