



# HOUSING AUTHORITY

*of the City of Beaumont, Texas*

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Maintenance Mechanic "A"</b>	<b>Date of Last Modification</b>	08/2015
<b>Department</b>	Maintenance		
<b>Reports To</b>	Site Manager, Assistant Property Manager and/or Area Manager		
<b>Supervises</b>	N/A		
<b>Salary Range</b>			

<b>Work Schedule</b>	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part-Time
<b>Status</b>	<input checked="" type="checkbox"/> Regular Position	<input type="checkbox"/> Temporary Position
<b>Wage and Hour Laws Status</b>	<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt
<b>Union Status</b>	<input type="checkbox"/> Union	<input checked="" type="checkbox"/> Non-Union

**GENERAL SUMMARY:** *Summary of major reasons job exists.*

To perform skilled maintenance services on Authority owned and managed property. Responsible for responding to highly varied work orders including electrical, plumbing, painting, carpentry and other areas. This position involves significant direct contact with residents of Authority owned units and therefore impacts the Authority's image.

**DUTIES AND RESPONSIBILITIES:** *Majority of duties performed. Not meant to be all-inclusive or to prevent other duties from being assigned.*

1. Makes daily rounds of Authority owned property and grounds to identify maintenance needs, and removes trash and discarded items.
2. Performs repairs to and maintains existing electrical systems such as installing outlets, switches, repairing shorts in wiring and appliances, repairs heaters and air conditioners, thermostats, range elements, refrigerators, gas and electric stoves, exhaust fans and motors.
3. Cleans, services, and makes repairs to a wide variety of heating, ventilating, and related equipment.
4. Measures, cuts, threads, and installs pipes for water lines, repairs and replaces plumbing fixtures and performs related plumbing.
5. Performs carpentry work such as installing doors and locks, makes repairs to all types of roofing, repairs cabinets, floors, windows, footing, sidings and other related carpentry work.
6. Performs painting, glazing, soft tile laying and masonry work for vacant or occupied units as assigned; consistent with state and local codes and ordinances.

7. Makes estimates of labor, time and material costs of proposed work.
8. May delegate tasks to and coordinate and supervise work of others performing maintenance tasks such as Utility Laborers.
9. Performs other duties as assigned.

**SKILL SET REQUIREMENTS:** *Knowledge, skills, and abilities normally required for competent performance in the job.*

**Education/Experience:** High school graduate or equivalent GED certificate. 1 – 2 years experience in building maintenance or vocational training which involved training and/or experience in areas of carpentry, plumbing, and electrical repairs. Any satisfactory combination of experience and training may be substituted for the education or experience required.

**Preferred Skills/Qualifications:**

1. Methods, tools and practices used in the painting, plumbing, carpentry and electrical trades.
2. Occupational hazards and safety precautions of the building, electrical or mechanical trades.
3. Standard practices, processes and materials involved in trades related to general building maintenance.
4. Ability to make accurate estimates of time and materials required for repairs and maintenance work.
5. Ability to keep detailed records and prepare reports.
6. Ability to communicate orally and in written form.
7. Ability to meet the public and give thorough and accurate information regarding ground and building maintenance and operation.
8. Ability to maintain regular and consistent attendance and perform work without direct supervision.
9. Ability to establish and maintain effective working relationships with other Authority employees and residents.
10. Bondable.
11. Have valid Texas driver's license.
12. Be eligible for coverage under Authority fleet auto insurance.

**SUPERVISION GIVEN AND RECEIVED**

The employee receives instructions from the Site Manager, Management Clerk, Construction Coordinator, Area Manager and/or The Director of Housing Programs.

The employee may supervise other maintenance employees, including maintenance aides and laborers.

**COMPLEXITY/SCOPE OF WORK**

Work performed by the employee ranges from the relatively routine to the unusual. The employee identifies work that needs to be done, prioritizes, coordinates efforts and performs tasks. Methods for accomplishing routine tasks are at the discretion of the employee. When unusual situations arise, the employee may request guidance from the supervisor.

The employee's work primarily affects the residents in the housing developments to which the employee is assigned. Through successful accomplishing of maintenance tasks, the Authority is able to continue to provide decent, safe and sanitary housing.

### **PERSONAL CONTACT**

The employee's personal contacts are primarily with residents and other employees. Contacts with residents are particularly important. The purpose of these is to give and obtain information necessary to do the maintenance tasks efficiently and safely and 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**

Employee must be able to perform the essential functions of the job. This position requires the employee to be able to perform activities such as standing, lifting up to 60 pounds, walking, bending, stooping, climbing ladders, operating Authority equipment, working in cramped positions, working on roofs and at heights of 80 feet or less.

### **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 (i.e. cleaning solutions, solvents, and insecticides). The employee may be required to use goggles, gloves, masks, waist support belts, safety boots and other safety equipment.

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and skills required of personnel so classified.