

# **Alachua County Housing Authority**

## **Job Description**

**Position:** **Maintenance Mechanic I**  
**Reports to:** Director of Maintenance  
**Classification:** Full-Time Fair Labor Standards Act (FLSA) Non-Exempt

### **General Statement of Duties**

The primary function of the Maintenance Mechanic I is the maintenance and repair of buildings, grounds and equipment within the properties of the Alachua County Housing Authority (ACHA). Additionally, the Maintenance Mechanic I performs "On Call" duties as scheduled. The work requires the use of hand, machine, and power tools and a variety of other mechanical equipment, as well as the exercise of technical independence in determining work methods and procedures. Works alone or as a member of a group of maintenance workers, with assignments made on the basis of demonstrated skills and abilities; The Maintenance Mechanic will establish and maintain a positive working relationship with tenants, co-workers, the general public, and representatives of community service agencies.

### **Qualifications**

- Must have a minimum of a high school diploma or GED equivalent.
- Two (2) years of experience in residential housing maintenance.
- The ability to use tools and equipment used in the electrical, plumbing, carpentry and HVAC trades and make building and miscellaneous equipment repairs in a number of different trades.
- Strong written, verbal, analytical, technical and interpersonal skills, and integrity and ethics.
- Ability to drive an automobile, work indoors or outdoors in a variety of weather conditions, climb stairs and ladders, work in limited spaces, crawl, bend, stretch and work at heights. Lift items of fifty pounds to shoulder height. Walk over uneven ground. Handle a variety of chemical compounds and solvents used in cleaning and in the trades.

### **Knowledge, Skills, and Abilities**

- Knowledge of HUD rules and regulations for Uniform Physical Condition Standards (UPCS).

## **Knowledge, Skills, and Abilities (continued)**

- Knowledge of methods, materials, tools and practices used in the painting, plumbing, carpentry, electrical, and other building trades. Planting, cultivating, pruning, fertilizing and related care of landscaping. Methods of using materials, tools, and practices used in the treatment of plants for insects, parasites and fungi. Operation of power equipment, and the maintenance of electrical motors; Use and care of standard tools and equipment, as well as the materials and practices of the trade area to which assigned; Occupational hazard and safety considerations and precautions of the building, electrical or mechanical trades. Standard practices, processes, and material involved in trades related to general building maintenance.
- Knowledge of residential housing construction, materials and installations and their relative suitability in terms of safe, decent, and sanitary living.
- Knowledge of computerized information systems and computer savvy.
- Ability to maintain strict confidentiality of all applicants and tenant records.
- Ability to communicate effectively, both orally and in writing.
- Ability to organize, prioritizes, and plan work effectively to meet deadlines.
- Ability to read, interprets, and implements technical regulations from federal and state housing agencies.
- Ability to use hand, machine, and power tools and a variety of other mechanical equipment, as well as the exercise of technical independence in determining work methods and procedures.
- Ability to organize, prioritize and problem-solve work to meet deadlines.
- Ability to write reports, complete forms, compose letters and effectively communicate both verbally and in writing.
- Ability to communicate and relate to persons of diverse backgrounds and abilities and establish and maintain effective working relationships with co-workers, residents and persons outside the Authority.
- **Ability to pass a workplace drug screening, criminal background screening, and license check.**
- Ability to maintain a valid Florida driver's license and a good driving record (must maintain a good driving record and be insurable under Authority auto insurance as a condition of employment).
- Diagnoses cause of maintenance problems and/or failures for the purpose of identifying repair and/or replacement needs.
- Inspects units for the purpose of evaluating condition, identifying necessary repairs, and recommending preventative maintenance to ensure compliance with REACS's Uniform Physical Condition Standards (UPCS) inspection requirements.
- Performs routine and preventative maintenance as needed for the purpose of ensuring the ongoing maintenance of ACHA buildings, equipment, and grounds.
- Participates in assignments involving painting, masonry, plumbing, carpentry, electrical, and other craft skills in repairs to buildings, equipment, and grounds.
- Makes timely maintenance and unit turnover repairs.

- Remodels kitchens/bathrooms as needed.
- Checks smoke detectors, carbon dioxide detectors, and fire extinguishers for proper operation and/or expiration each time enter dwelling.
- Prepares written materials (*i.e. repair status, activity logs, work orders, mileage logs, inspection reports, etc.*) for the purpose of documenting activities and/or conveying information.
- Informs ACHA personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with safety regulations.
- Measure, cut, thread, join and install supply, drain, and vent pipe.
- Repairs floors and install tile.
- Replaces broken window panes and/or screens; fabricates, repairs and replaces window screens
- Performs masonry, stucco, plaster, and concrete work in connection with buildings, hardscape, and foundations.
- Repairs and hangs screens, install various hardware, appurtenances, and fixtures.
- Makes minor or major electrical repairs up to replacing main breaker boxes.
- Makes repairs to air handlers, heaters, boilers and hot water tanks, replace if deemed necessary.
- Replaces washers in sink faucets, unstops sinks, tubs and commodes; repairs inside of flush tanks; repairs and replace drain pipes, pull and replace commodes when necessary
- Makes estimates of labor, time, costs and materials
- Makes repairs to, remove, and/or install doors, locks, windows, cabinets, walls, flooring, siding, plumbing, etc.
- Maintains vehicles, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in meetings, workshops, training and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Cleans, service, and make repairs to stoves, refrigerators, and other appliances.
- Operates and repair hand and power tools and mechanical equipment.
- Prepares units for painting and paint exteriors and interiors using spray, roller, brushes, and other methods.
- Cleans dwelling units, public areas, offices, facilities, and streets. Perform custodial work such as cleaning, washing, stripping, and/or waxing floors, cleaning appliances, and trash removal.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and repair.
- Works on call and overtime as needed, responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials to complete job effectively.
- Maintains contact with office in between each field visit or anytime operating an agency vehicle.

- Maintains all gas receipts for assigned agency vehicle and submits to the Director of Maintenance on Friday of each week.
- Works cooperatively with other members of the Authority, adjusting workload as necessary when requested by the Maintenance Director, Public Housing Director, and/or Executive Director.
- Conducts daily activities in accordance with the policies and rules of the Authority, as well as Federal, State, and local agency laws, ordinances and regulations pertaining to housing authority activities.

## Performance Standards

The Employee Performance explicitly relates performance evaluation to the employee's job description and to measures—both qualitative and quantitative. All three elements—job description, performance measures, and performance evaluation—are closely connected. The performance appraisal measures selected competencies/essential functions in the job performance of the employee in the past review period and creates a plan for achieving goals.

**NOTE:** This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of the position.

## Supervising Personnel

- There are no supervision responsibilities to other ACHA staff.
- This position has supervisory responsibilities to volunteers and community service workers as assigned.

## ACKNOWLEDGMENT OF JOB DESCRIPTION

I have read and discussed this job description with my immediate supervisor and I understand the performance expectations described herein. As an employee of the **Alachua County Housing Authority**, I will perform my duties in accordance with these expectations.

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**Employee Print Name**

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**Employee Signature**

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**Date**

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**Supervisor's Signature**

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**Date**