



MAINTENANCE MECHANIC

The Maintenance Mechanic is responsible for the proper and timely completion of a wide range of maintenance/repair/construction related tasks. This is a general classification for maintenance employees with advanced working knowledge in two or more building trades. Candidate must have the ability to instruct other maintenance employees. **Must be willing to work occasional evenings and weekends.**

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

1. Train other maintenance personnel on a wide range of maintenance, repair and construction related tasks for work orders and apartment renovations. May inspect final work of other maintenance employees.
2. Perform, instruct or assist others to perform all required work on work orders and apartment renovations (carpentry, plumbing, electrical, repairs, painting, space temperature, HVAC, etc.).
3. Perform required planned and corrective maintenance to building surfaces, fixtures, systems, masonry, HVAC and equipment.
4. Perform planned equipment, electrical, plumbing, boilers, domestic hot water system and HVAC maintenance tasks.
5. Assist in inspecting apartments to determine necessary maintenance work.
6. Perform necessary manual labor to keep the housing units in a safe and sanitary condition.
7. Troubleshoot maintenance, electric and boiler system problems.
8. Operate and make apartment/building repairs in accordance with local, state and national codes.
9. Perform welding, braising, fabrication of different types of materials.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Must have a solid knowledge of the principles, practices, tools and materials used in two or more building trades (i.e. carpentry, plumbing, painting, masonry, heating or electrical trades).
2. Working knowledge and ability to fix minor boiler problems.
3. Practical knowledge of occupational hazards and safety procedures of the trade.
4. Skilled in the use and care of hand tools and electrical tools required in building and equipment maintenance and construction work.

5. Must be physically able to lift up to 50 lbs., climb, stoop, stand, carry, load and unload, move large items and other related physical activities common to maintenance work.
6. Must have the ability to establish and maintain effective working relationships with employees, residents and the general public.
7. Ability to work independently to meet deadlines.
8. Ability to operate heavy equipment such as backhoe, grader, etc., in a proficient, safe and professional manner.
9. Must possess or have the ability to attain the knowledge of HAC's water and gas distribution system and ability to make repairs.
10. Must possess or have the ability to attain the knowledge of HAC's cathodic protection systems and ability to make repairs.
11. Good communication skills both oral and written.
12. Ability to teach and disseminate information to other maintenance employees.
13. Ability to work as part of a team.
14. Must be able to work for extended periods of time in inclement weather including but not limited to freezing temperatures, 90 + degree temperatures, rain and snow.

MINIMUM EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent.
2. Must acquire Certified Apartment Maintenance Technician certification within one year of employment.
3. Must have a valid vehicle operator's license.

***** Please forward resume to HR@HACOV.ORG *****