



Job Description
Job Title – Maintenance Mechanic

Nature of Work:

The Maintenance Mechanic reports directly to the Property Manager. The Maintenance Mechanic is responsible for maintenance of all physical functions of buildings and associated grounds as may be assigned.

Job Essentials:

- Able to follow oral and written instructions utilizing the English language well enough to perform the essential duties of the job.
- Troubleshooting various forms of property equipment and restoring to working order.
- Reliable transportation and possession of a valid driver's license. May be required to commence the workday at different locations.
- Participates in providing 24-hour maintenance emergency coverage and the routine emergency response schedule (weekends).
- Possess math skills for adding, subtracting, multiplying and dividing sufficiently to perform job duties.
- Possess the dexterity to use a computer, telephone, and maintenance equipment.
- Able to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Must be able to hear with or without amplification devices.
- Demonstrate a self-motivated attitude and ability to comprehend the importance and confidential nature of all information.

Job Duties:

- Scheduling, coordinating and performing a wide range of maintenance and repair operations in turning over vacant units, including but not limited to, HVAC, carpentry, electrical, and plumbing;
- Developing and ensuring compliance with deferred maintenance programs;
- Completing resident work order requests in a timely and proficient manner;
- Conducting general carpentry, drywall, painting and minor electrical work;
- Replacing and/or repairing all apartment appliances;
- Installing and repairing plumbing and electrical fixtures;
- Performing snow removal;
- Maintaining equipment, storage and work areas in a clean and orderly condition;
- Ordering maintenance supplies with the approval of the Property Manager and maintaining adequate inventory to meet the property's needs;
- Maintaining grounds on a daily basis; and
- Communicating effectively with the Property Manager all maintenance issues.

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Other Duties:

Other duties as assigned by the Property Manager and/or the Executive Director. Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Education and Experience:

- High school diploma or GED;
- Basic knowledge in HVAC, boilers, carpentry, electrical, plumbing, appliances, janitorial machinery, drywall and roof repairs, lawn and tree care, and painting;
- Proficiency in hand and bench power tools.
- Computer literacy skills; and
- Well-developed interpersonal skills, time management and crisis management skills; organization and prioritizing abilities; attention to detail and accuracy; sound judgment and reasoning ability; excellent written and oral communications skills; and ability to meet deadlines.

Work Conditions:

This job operates in a building containing multiple housing units. This role routinely uses standard maintenance equipment and tools; occasionally uses office equipment. This is a smoke-free environment.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee is frequently exposed to outside weather conditions, dust and dirt. The employee is occasionally exposed to high, precarious places and toxic or caustic chemicals. Occasional exposure to heat, cold, fumes, odor and noise. Seldom exposed to dryness, wetness, vibration, and poor ventilation.

Supervisory Responsibilities:

The Maintenance Mechanic does not perform any supervisory duties.

FLSA Status: Non-Exempt

Signature:

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the Maintenance Mechanic position.

Employee

Date