



# Housing Authority of the City of Columbia, Missouri

## Human Resources

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201 Switzler Street, Columbia MO 65203

Office: (573) 443-2556 ♦ Fax: (573) 443-0051 ♦ TTY: (800) 735-2966 ♦ [www.ColumbiaHA.com](http://www.ColumbiaHA.com)

### **Maintenance Mechanic II**

**REPORTS TO:** Director of Facilities and Modernization

**PAY RANGE:** Range E, \$18-\$25 per hour, plus excellent fringe benefits

**SUMMARY OF POSITION:** This is a lead technical position which serves as the Housing Authority's supervisor for CHA maintenance operations and activities and assures all projects and activities are carried out in accordance with HUD regulations and CHA policies. This position serves as job site representative in the coordination and inspections of all maintenance and major repairs of CHA owned structures, grounds, and public areas.

This position is responsible for overseeing all maintenance operations, on-call operations, preventive and maintenance planning. This position also collaborates with other key CHA staff in contract administration in the design, review, coordination, and inspection of major repair projects for CHA owned facilities. Work involves collaboration with the Director of Housing Operations, Housing Managers, public officials, architects/engineers, and contractors in the inspection of on-going work and resolution of technical and procedural problems. This position is responsible for managing CHA's maintenance and assisting in the planning and development of physical improvements to CHA's units, buildings, equipment, and grounds. Assignments require independent judgment in making on-site technical decisions.

### **MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:**

- Responsible for coordination and supervision of all maintenance activities, on-call operations, procedures, preventive maintenance, working with the Director of Affordable Housing Operations and Affordable Housing Managers while planning and scheduling to ensure timely completion in accordance with HUD requirements.
- Develops a working relationship with other maintenance staff to ensure PHAs standards for physical inspection are met by coordinating the completion of related work orders.
- Monitors various publications (Federal Register, HUD regulations, etc.) to assure continuing compliance with applicable regulations and to plan for mandated changes.
- Participates in contractor selections and performs contract administration for maintenance and repair work items.
- Communicates with CHA personnel architects and contractors on construction schedule, substantial completion inspection, final inspection, and warranty inspections.
- Conducts meetings and conferences concerning project progress and activities with agency personnel, architects/engineers, contractors, and other governmental officials.
- Verifies compliance with approved shop drawings, materials samples, and other approval items submitted by the contractor with approval contingent on either the inspection team reports or the reports of appropriate laboratories or consultants.

- Travels to various construction locations to inspect major repair projects for CHA-owned facilities, buildings, and structures. Recommends to management the stoppage of work and progress when safety concerns override basic contractual commitments, or when continuation will result in the inclusion of substandard work.
- Prepares and maintains required inspection reports for all facilities.

**MAJOR DUTIES AND RESPONSIBILITIES INCLUDE (cont.):**

- Prepares cost estimates of proposed changes to contract(s).
- Performs required planned and corrective (repair) maintenance to building fixtures, systems, equipment, and laundry facilities, and performs plumbing tasks at facilities related to the maintenance of the water system as required.
- Performs miscellaneous maintenance-related tasks as assigned for a variety of situations.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Supervision experience, knowledge of the methods and techniques of building construction and knowledge of engineering practices applied in building construction work and inspection used in building construction projects.
- Knowledge of local, state, and federal building codes, rules, regulations, and licensing requirements.
- Ability to interpret and apply federal regulations governing maintenance and procurement according to HUD and OMB regulations.
- Ability to read, interpret and apply complex regulations, policies and procedures related to the construction, renovation and maintenance of buildings and contracting for services.
- Knowledge of federal requisition and contracting regulations.
- Experience in working with building materials and their placement in construction.
- Skill in use of standards testing devices used to check construction in the field.
- Ability to develop and maintain records that fully reflect the inspections performed and the results thereof and the ability to provide concise written and oral reports.
- Ability to oversee the Preventive Maintenance Plan.
- Ability to perform inspections on roofs, foundations, and other exposed and/or confined spaces.
- Ability to work outdoors in extreme temperatures.
- Ability to climb ladders and scaffolding and negotiate rough terrain.
- Must ensure that all contracting and bidding information is accurate and confidential.

- Ability to meet and deal tactfully and courteously with the public and to establish and maintain effective working relationships with other employees.
- Experience with boiler systems.

**EDUCATION AND EXPERIENCE:**

- Required: High school diploma or equivalent.
- Required: At least four to six years of varied experience related to contract administration and working knowledge of different facets of construction including carpentry, plumbing, electrical wiring, concrete work, heating, and cooling systems, etc.
- Required: Knowledge of occupational hazards and safety procedures of the trade.
- Preferred: Master Mechanical License from the City of Columbia, section 608 certification, and extensive knowledge of the principles, practices, tools, and materials used in the maintenance of mechanical systems.
- Preferred: Experience with chillers
- Preferred: Experience with Ground Loop Systems

**SPECIAL REQUIREMENTS:**

- Must have a valid State of Missouri vehicle operator's license.
- Must be willing and able to work flexible hours.
- Must be bondable and insurable.
- Must be willing to travel overnight for a maximum of 15 days annually for training or attendance at conferences/workshops.
- Must be able to obtain and maintain a bank account for the purpose of receiving payroll through direct deposit.

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Employee Signature

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Date