



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203

Office: (573) 443-2556 ♦ TTY: (573) 875-5161 ♦ Fax Line: (573) 443-0051 ♦ www.ColumbiaHA.com

Maintenance Mechanic I

DEPARTMENT/DIVISION: Maintenance

REPORTS TO: Director of Facilities and Modernization

STARTING SALARY: \$18 - \$26 HR (\$37,440-\$54,080) Plus Excellent Fringe Benefit Package

STARTING DATE: As Soon As Possible

POSITION SUMMARY: This is a classification for Master certification skills in one or more of the trades' classifications but responsibilities would include the performance of a wide range of maintenance-related tasks outside the primary area of assignment or certification. This position requires advanced skills or certification and performs unit restoration. This type of work involves the performance of semi-routine and diversified duties in connection with repairs to and maintenance of buildings and grounds requiring many skills found at the journeyman level such as carpentry for woodwork repairs, minor plumbing repairs, electrical, and painting work.

PARTIAL LISTING OF MINIMUM QUALIFICATIONS: Ability to generate oral and written instructions. Able to use computers to track information, generate forms, manage maintenance department and communicate with coworkers. Able to learn to use HMS software within six months of starting position. Ability to perform tasks requiring lifting and/or moving up to 50 pounds. Ability to lift heavy objects into and out of trucks, or other carriers. Ability to establish effective working relationships with CHA employees and the ability to meet and deal tactfully and courteously with the public. Ability to work independently on the rehabilitation of units or resolution of work orders. Ability to individually restore living units to UPCS standards. Working knowledge of and skill in applying knowledge in plumbing, electricity, heating, carpentry, painting, and mechanical equipment

A copy of the complete position description is attached.

Employment applications are available at the CHA Administration Building, 201 Switzler Street
or on the web at www.columbiaha.com > Job & Bid Opportunities

For accommodations related to disability please call (573) 443-2556, ext. 1120 or Contact Us through the CHA
web site at www.columbiaha.com > Contact Us > Department > Jobs/Human Resources

The Housing Authority of the City of Columbia, Missouri is an Equal Opportunity Employer.

POSITION DESCRIPTION

MAINTENANCE MECHANIC I

Reports To: Director of Modernization and Maintenance

Summary of Position: This is a classification for Master certification skills in one or more of the trades' classifications but responsibilities would include the performance of a wide range of maintenance-related tasks outside the primary area of assignment or certification. This position requires advanced skills or certification and performs unit

restoration. This type of work involves the performance of semi-routine and diversified duties in connection with repairs to and maintenance of buildings and grounds requiring many skills found at the journeyman level such as carpentry for woodwork repairs, minor plumbing repairs, electrical, and painting work. Maintenance Mechanic supervises 1-3 maintenance employees. An incumbent is expected to have knowledge of manual skills in repairing such items as plumbing and heating valves and pipes, electrical switches, stoves, and refrigerators, windows, doors, and other wood materials, mechanical equipment (e.g., snow blowers, power mowers, hedge clippers), and in carrying out a full set of maintenance duties, may be required to work under hazardous and adverse conditions such as sleet, snow, heat, cold, dust and dirt. The Maintenance Mechanic is to dress appropriately for the weather. This position is paid at Wage Range D.

Major Duties and Responsibilities Include:

Practices safety precautions and is safety conscious at all times. Completes and submits proper documentation regarding employee safety incidents and injuries immediately upon learning of said incident or injury. Trains maintenance employees on proper safety procedures

Provides work direction and guidance to 1-3 employees, and/or other maintenance mechanics

Trains and certifies maintenance employees in-house

Performs oversight of employee job assignments and spot checks employees' work while in progress and upon completion for acceptability

Participates in off-shift and weekend emergency maintenance coverage as scheduled in on-call rotation

Monitors site for REAC preparedness.

Provides necessary reports to ensure the efficient and effective operation of the maintenance program

Major Duties and Responsibilities cont'd:

Evaluates work performance through on-going consultation and written performance reviews

Inspects subcontractors' work

Facilitates compliance with PHAS standards for physical inspections by coordinating the completion of related work orders with other maintenance employees

Performs necessary visual inspections and manual labor to keep buildings and grounds in a decent, safe and sanitary condition according to PHAS standards related to all aspects of maintenance

Performs other duties as directed by the Director of Public Housing Operations, Property Manager or the Chief Executive Officer

Performs required planned and corrective (repair) maintenance to building surfaces, fixtures, systems and equipment

Performs planned equipment maintenance tasks such as checking for proper equipment operation, lubricating bearings, changing air filters, and changing heat exchanger and condenser coils

Performs electrical and plumbing systems planned maintenance tasks such as inspecting plumbing fixtures for leaks and repairs, checking drain lines to ensure they are free of obstruction, checking appliances for proper operation, testing light switches and electrical outlets and conducting ground fault detection tests

Performs specific grounds care tasks in accordance with established procedures. These tasks include, but are not limited to, mowing, trimming, edging, pruning, fertilizing, watering and reseeding; applying fungicides, herbicides, insecticides, and sterilants; sweeping walks and drives; patching parking lots and drives; repairing signs; removing snow, spreading sand and/or ice-melt, etc.

Makes grounds care decisions such as cutting height, pruning, plant spacing, fertilizing and applying insecticides

Operates and maintains powered grounds care equipment such as tractor mowers, riding mowers, push mowers, edgers, trimmers, vacuums, blowers, sprayers, spreaders and chain saws.

Uses and maintains non-powered grounds care equipment such as shovels, axes, slings, hoes, wheelbarrows, saws, trimmers, and hedge clippers, trash pickup sticks, trash sacks and trash containers

Performs such mechanical tasks as repairing and/or replacing space temperature and HVAC equipment controls

Performs such carpentry work as hanging doors and installing windows, replacing/repairing door and window hardware, re-glazing, windows, installing and/or

Major Duties and Responsibilities cont'd:

repairing cabinets and handrails; repairing roofs, gutters and downspouts; replacing floor tiles and repairing carpet; and patching plaster walls and ceilings

Performs such masonry work as patching cracked concrete, replacing broken masonry brick and ceramic tiles, re-grouting ceramic tile and sealing concrete and exterior brick walls

Performs such plastering and sheetrock repair as mixing plaster and drywall mud, removing old plaster and lathe; installing lathe, ground coat and white coat; installing and repairing drywall; bends and feathers edges to match surrounding surfaces

Performs such plumbing tasks as repairing faucet washers, seats, stems, spigots and hardware; resetting commodes, tubs and sinks; repairing water leaks, replacing and/or repairing flush valves or flush tank hardware; and clearing clogged drains and soil lines

Performs such painting tasks as preparing surfaces for painting by patching plaster holes, sanding, scraping or masking; painting using brushes, rollers or sprayers; performing touch-up painting after work in an area; spot painting metal surfaces for corrosion control, etc.

Performs miscellaneous maintenance related tasks for a variety of situations such as servicing and/or repairing cleaning equipment; servicing and/or repairing vehicles; and repairing work tools and equipment

Independently performs a wide range of building and grounds repairs and maintenance functions, calling for physical exertion frequently

Repairs plumbing fixtures and pipes such as toilets, sinks, drains, valves, and controls

Digs ditches and holes to uncover leaks, and, once found, repairs leaks to pipes and valves

Repairs burner controls and switches, and rewires electric ranges, and performs minor electrical work on refrigerators

Repairs or replaces electrical switches, outlets, lighting fixtures, circuit breakers, fuses, et al.

Repairs windows, doors, door frames, locks, mailboxes

Repairs alarm systems, including controls

Repairs mechanical equipment, such as snow blowers, power mowers, hedge clippers, and other pieces generally used by the maintenance force

Checks condition of boiler rooms, blows down boilers, and makes repairs to oil pumps and valves; generally maintains condition of boiler room in satisfactory condition

Major Duties and Responsibilities cont'd:

Orders materials, supplies, and equipment for own purposes and for others working on team, and may lift heavy objects into place

Performs purchasing and inventory control

Inspects apartments for maintenance work to be done, usually as a result of a tenant request, work order or move-out/move-in; inspects finished restoration

Plans, supervises and carries out preventative maintenance and regular repair program for buildings and fixtures and other PHA property

Uses a wide range of hand tools and equipment including drills, hammers, pliers, electrical testers, hand and power saws, cutters, plungers, threaders, wire brushes, et al.

Performs a number of grounds keeping tasks: trimming, mowing, and planting

Works as part of a site management team that may include of the manager, an assistant manager, resident services coordinator, and safety staff

Works independently and exercises a great deal of independence of judgment in resolving problems in the act of repairing buildings and appurtenances

Performs other related duties of the class, as required.

Required Knowledge, Skills, and Abilities: (A given incumbent may/may not possess all of the following qualifications.)

Knowledge of the principles, practices, tools and materials used in one or more building trades, (i.e. carpentry, plumbing, painting, masonry, heating/cooling or electrical trades)

Knowledge of grounds care and maintenance

Knowledge of REAC deficiencies and UPCS standards

Ability to keep current on REAC and UPCS regulations

Ability to perform complicated building maintenance tasks of varying difficulty independently

Skilled in the use and care of common hand tools required in building and equipment maintenance and construction work

Ability to perform maintenance and repairs in one or more trades

Ability to supervise 1-3 staff members

Ability to follow oral and written instructions

Required Knowledge, Skills, and Abilities cont'd:

Ability to generate oral and written instructions

Able to use computers to track information, generate forms, manage maintenance department and communicate with coworkers

Able to learn to use HMS software within six months of starting position

Ability to perform tasks requiring lifting and/or moving up to 50 pounds

Ability to lift heavy objects into and out of trucks, or other carriers

Ability to establish effective working relationships with CHA employees and the ability to meet and deal tactfully and courteously with the public

Ability to work independently on the rehabilitation of units or resolution of work orders

Ability to individually restore living units to UPCS standards

Working knowledge of and skill in applying knowledge in plumbing, electricity, heating, carpentry, painting, and mechanical equipment

Ability to read blueprints, drawings, and technical documents

Knowledge of occupational hazards and safety measures

Ability to work in hazardous and adverse conditions, such as sleet, snow, heat, cold, dust and dirt, as well as cramped quarters and high places

Education and Experience:

High school diploma or its equivalent

Combined experience totaling four years in two or more skilled trade areas involving building and equipment maintenance work

Must have three or more years' proven experience in mechanical/HVAC maintenance

Experience as a Journeyman craftsman in one or more of the building trades or related fields and progressive experience in building maintenance including two years' supervisory experience in apartment building maintenance, building renovation, urban renewal or public housing work

Preferred: certification by accredited bodies in procurement/contracting, maintenance, or modernization, and Master craftsman ability in two or more of the trade classifications

Electrical, plumbing, and mechanical experience preferred. Licensure a plus

Training in REAC and UPCS standards

Education and Experience cont'd:

An equivalent combination of technical training and experience similar in nature to a Master craftsman may be substituted for the above requirements or preferences. This level of training and/or experience should be gained through accreditation or graduation from a trade or vocational technical school/institute with coursework in one of the above-referenced building trades and verifiable work experience.

Special Requirements:

Must have a valid State of Missouri vehicle operator's license

Must have or be capable of obtaining a valid State of Missouri commercial vehicle operator's license

Must be bondable and insurable

Must be able to read and write competently

Must pass a pre-employment drug screen

Must pass a background check

Must be willing to travel overnight for a minimum of 15 days annually for training or attendance at conferences/workshops

Must be able to obtain and maintain a bank account for direct deposit of payroll as mandated by the Board of Commissioners

Employee Signature

Date