



Housing Authority of the City of Columbia, Missouri

Human Resources

201 Switzler Street, Columbia MO 65203

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

MAINTENANCE MECHANIC II

Department/Division: Maintenance

Reports To: Director of Facilities and Modernization

Salary Range: \$20.00-\$28.00 per hour

Salary based on experience, HVAC skills, plus excellent benefits package

Starting Date: ASAP

POSITION DESCRIPTION

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. The Maintenance Mechanic performs maintenance operations including unit rehabilitation, system inspections, work orders, asset preservation, HVAC repairs. City of Columbia Mechanical License for HVAC preferred. An incumbent is expected to have computer skills knowledge of manual skills in repairing such items as Heating & Cooling System, Plumbing, Electrical, Appliances, windows, doors, and other wood materials and other 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 E.

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

Facilitates compliance with PHA's 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 PHA's standards related to all aspects of maintenance.

Performs other duties as directed by the Director of Facilities and Modernization, Property Manager, or the Chief Executive Officer.

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

Performs equipment planned 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.

Operates and maintains powered grounds care equipment such as tractor mowers, riding mowers, push mowers, edger's, 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 all 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 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.

Major Duties and Responsibilities cont'd:

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 with 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 frequent physical exertion.

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.

Ability to orders materials, supplies, and equipment for own purposes and for others working on team, and may lift heavy objects into place.

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

Plans, schedules 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 such as 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, planting.

Works as part of a site management team including the manager and possibly 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.

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

Ability to read and interpret blueprints, building specifications and HVAC operation and maintenance.

Considerable knowledge of maintenance, grounds keeping and cleaning equipment, materials, supplies, methods, and procedures.

Must have working knowledge of maintenance software systems.

Skill in planning and coordination of work objectives, procedures, and standards of performance and in delegating responsibility and authority.

Must be able to communicate well, both orally and in writing, with CHA staff, residents, contractors, and the general public.

Knowledge of accepted management and administrative practices and the skill to apply these practices.

Skill in analyzing problems, developing alternative solutions and implementing effective strategies.

Ability to effectively plan and supervise the activities of a number of subordinates engaged in various maintenance activities and the ability to make accurate estimates of labor and materials involved in these activities.

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

Knowledge of grounds care and maintenance.

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 three or more staff members.

Major Duties and Responsibilities cont'd:

Ability to follow oral and written instructions. Ability to generate oral and written instructions.

Able to use computers to track information, generate forms, and communicate with co-workers.

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.

Required Knowledge, Skills, and Abilities:

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.

Ability to install electrical appliances.

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

Knowledge of occupational hazards and safety measures.

Knowledge of boilers, cooling towers and ground loop systems.

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:

Preferred: high school diploma or its equivalent, Bachelor's Degree from an accredited college or university

Required: experience as a Journeyman craftsman in one or more of the building trades or related fields and progressive experience in building maintenance including apartment building maintenance, building renovation, urban renewal, or public housing work

Preferred: certification by accredited bodies in maintenance and Master craftsman ability in two or more of the trade classifications

Training in INSPIRE and UPCS standards

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 be able to use a computer and have experience with word and Excel documents.

Must demonstrate computer literacy.

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