



Housing Authority of the City of Columbia, Missouri

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POSITION DESCRIPTION

MAINTENANCE MECHANIC II

Department/Division: Maintenance Supervisor Amp#1

Reports To: Amp#1 Housing Manager & the Director of Maintenance

	<u>Minimum</u>	<u>Maximum</u>
ANNUAL:	\$32,136.00	\$43,680.00
HOURLY:	\$15.45	\$21.00

Starting Salary: Salary Based on Experience, HVAC Skills, plus Benefit Package

Application Deadline: Friday December 3, 2021

Starting Date: Immediately

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 and supervises the On-Call staff and schedule. 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.

Major Duties and Responsibilities cont'd:

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 Maintenance Operations, Property Manager, or the Chief Executive Officer.

Must practice safety precautions and be safety conscious at all times.

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 reseeded; 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.

Major Duties and Responsibilities cont'd:

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

Performs other related duties of the class, as required

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 Authority 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, 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

Required Knowledge, Skills, and Abilities cont'd:

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

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:

Required: high school diploma or its equivalent; Preferred: 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 two years' supervisory experience in 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 REAC 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