

MARION HOUSING AUTHORITY JOB DESCRIPTION

Job Title: Maintenance Mechanic II (Part-Time)
Department: Maintenance
Reports To: Housing Specialist/Manager
FLSA Status: Part Time Hourly / Non-Exempt
Rate of Pay: \$11.00/hour - \$15.00/hour

GENERAL STATEMENT OF JOB

An employee in this class must be able to take instruction and follow through with little to no supervision. This person must also learn and perform assigned maintenance routine without daily instruction, assistance, or supervision. This person will be required to perform any duties that might reasonably be assigned to this position.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to the following:

Responsible for basic cleaning and painting of housing units;

Perform electric, plumbing and carpentry repairs of minor to average difficulty;

Responsible for assigned lawn maintenance and service power equipment;

Provide labor assistance to Maintenance Mechanic III;

Respond to Authority identified emergencies;

Install and maintain doors, windows and all related hardware;

Make electrical repairs to water heaters, baseboard heaters and change circuit breakers as necessary;

MAINTENANCE MECHANIC II

Repair or replace broken water lines and drains;

Replace plumbing fixtures as necessary (i.e. faucet, lavatory, stool, etc.);

Clean drains with power auger;

All related work as deemed necessary by supervisor.

Experience and Training Guidelines

Must be in good physical condition and able to do heavy lifting;

Possess average knowledge in proper sheet rock hanging and finishing;

Possess average knowledge in residential plumbing and electric;

Able to work a 18 to 27 hour work week;

Have no felony convictions;

Possess a Valid Indiana driver's license, a reliable vehicle with proof of insurance.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be able to operate a variety of machinery and equipment pertaining to housing repair and maintenance functions. Must be able to move objects of up to 50 pounds. Physical demand requirements are in excess of those for Sedentary Work. Work usually requires walking or standing to a significant degree.

Interpersonal Communication: Requires the ability to communicate to people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, instructions, etc. Requires the ability to communicate to people with poise, control and confidence.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and utilize descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge and understanding of the needs, problems, and attitudes of low-income or disadvantaged people and of the associated community environment.

Considerable knowledge of the practices, procedures, regulations, and policies related to effective housing management, maintenance (operations), and administration.

General knowledge of methods used in negotiations, mediation, and settlement of opposing viewpoints.

General knowledge of how to estimate the costs of repairs and improvements.

Must demonstrate the ability to evaluate and disseminate factual information and develop proposals to promote solutions to resident educational, social, recreational, civic, and maintenance problems.

Must demonstrate the ability to maintain an impartial attitude while negotiating.

Must demonstrate the ability to present ideas effectively in oral and written communications.

NOTE: This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification.

Received and Reviewed by:

Name: _____ Date: _____