



# FORT SMITH HOUSING AUTHORITY

## FORT SMITH HOUSING AUTHORITY

### Position Description

**Classification:** Maintenance Mechanic

**Supervisor:** Director of Maintenance

#### Position Summary

This position involves the performance of semi-routine and diversified duties in connection with repairs to and maintenance of building and grounds requiring many skills found at the journeyman level such as carpentry for woodwork repairs, plumbing repairs, HVAC and electrical repairs, and painting work. The Maintenance Mechanic is expected to have knowledge of and manual skills in repairing such items as plumbing valves and pipes, electrical outlets and switches, stoves, refrigerators, windows, doors and other wood materials, air-conditioning, and other mechanical equipment. In carrying out a full set of maintenance duties, the Maintenance Mechanic may be required to work under hazardous conditions such as sleet, snow, heat, cold, dust, and dirt. The Maintenance Mechanic generally exercises a great deal of independence in judgment in resolving problems related to repairing buildings and appurtenances. The Maintenance Mechanic may provide work direction and guidance to other Maintenance Mechanics.

#### Major Duties and Responsibilities (illustrative, not all-inclusive)

1. Independently performs a wide range of building and equipment repairs and maintenance functions, frequently involving physical exertion
2. Repairs or replaces plumbing fixtures and pipes such as toilets, sinks, drains, valves, and controls, unclogs clogged fixtures and pipes using a variety of powered and non-powered sewer machines and augers.
3. Trouble-shoots and repairs electrical ranges including such tasks as replacing burner controls and switches, replacing electrical heating elements, rewiring electrical ranges, replacing door handles and gaskets, etc.
4. Trouble-shoots and repairs or replaces electrical systems and components including switches, outlets, lighting fixtures, circuit breakers, fuses, electrical wiring, etc.
5. Trouble-shoots and repairs HVAC systems and components including air conditioners, furnaces, fans, blowers, thermostats, controls, etc.

6. Trouble-shoots and repairs or replaces refrigerators including replacing fans, compressors, evaporator coils, controls, door handles, gaskets, etc.
7. Repairs or replaces windows, window frames, doors, door frames, locks, resilient and ceramic tile floors, carpeted floors, ceilings, cabinets, roofs, fascia, soffits, gutters, downspouts, clotheslines, mailboxes, etc.
8. Performs vacancy preparation work such as patching and preparing walls for painting, cleaning stoves and refrigerators, replacing floor tile, cleaning, and making repairs to building surfaces, fixtures, systems, and equipment.
9. Maintains in good repair all assigned service vehicles, tools, and equipment.
10. Uses a wide range of hand tools and equipment such as drills, hammers, pliers, screw drivers, electrical testers, hand and power saws, cutters, plungers, threaders, wire brushes, paint rollers and brushes, sprayers, etc.
11. Requisitions materials, supplies, and equipment for own purposes and for others working on teams that may involve lifting heavy objects into place.
12. Inspects apartments for maintenance work to be done, usually as a result of a resident request or Property Manager work order, and completes repairs as directed by the Director of Maintenance.
13. Plans and carries out preventive maintenance and regular repair programs for building surfaces, systems, fixtures, and playground equipment.
14. Performs a number of groundskeeping tasks, including but not limited to trash removal, trimming, mowing, planting, snow removal, etc.
15. Performs routine cleaning of buildings and grounds as directed by the Director of Maintenance.
16. Provides after-hours and weekend emergency coverage as directed by the Director of Maintenance.
17. Attends workshops, seminars, and training sessions as instructed by the Director of Maintenance.
18. Performs other duties as directed by the Director of Maintenance.

## Abilities Required

1. Knowledge of standard practices, methods, materials, tools, and equipment used in building and grounds maintenance
2. Knowledge of standard practices, methods, materials, tools, and equipment used in the plumbing carpentry and electrical trades
3. Knowledge of occupational hazards and safety precautions of the work
4. Ability to use tools and equipment necessary to perform the maintenance and repair tasks as outlined above
5. Ability to inspect building and grounds and determine needed repairs
6. Ability to understand and follow written and oral instructions
7. Ability to understand and work from sketches, blueprints, diagrams, etc.
8. Ability to maintain records and prepare routine reports
9. Ability to establish and maintain effective relationships with supervisors, associates, residents, and contractors
10. Computer literacy with the ability to operate a computer and ability to learn and manipulate the appropriate FSHA software programs

## Physical Nature of the Position

Position requires the following physical abilities:

1. Ability to sit, stand, or walk for extended periods.
2. Ability to communicate orally and in writing.
3. Ability to carry, handle, and move file folders, pens, and other common light office materials.
4. Ability to visually inspect buildings and grounds.
5. Ability to read schematics, plans, equipment manuals, and related documents.
6. Ability to lift or handle a variety of appliances and items including refrigerators, sinks, countertops, fan motors, ranges, and refrigerators using appliance hand trucks.
7. Ability to perform heavy lifting of objects, such as lifting 100 lbs. from ground to waist level.
8. Ability to operate a variety of power and hand tools used in the carpentry, electrical, and plumbing trades.
9. Ability to kneel, crawl, stoop, and crouch in order to work in tight or cramped spaces such as attics and crawlspaces for extended periods of time.

10. Ability to work in wet, damp, hot, cold, or dusty conditions for extended periods of time.
11. Ability to climb a ladder in order to gain access to work areas.
12. Ability to physically inspect units, grounds, and common areas by kneeling, crouching, and/or stooping.

Position may be exposed to the following on a regular basis:

1. Vision strain
2. Verbal abuse
3. Odors
4. Noise
5. Airborne particles
6. Extreme temperatures
7. All weather conditions
8. Muscular strain
9. Chemicals
10. Electrical current
11. Toxicants
12. Caustics
13. Blades/moving parts

### Minimum Qualifications

1. Graduation from an accredited high school or possession of GED, supplemented by vocational/technical school training in carpentry, electricity, plumbing, heating, and air-conditioning, with journeyman-level skill in one of the recognized building trades; and
2. Four years progressively responsible experience in building and grounds maintenance, building construction, or related experience; or
3. A combination of education, training, and experience equivalent to (1) and (2) above.

### Special Requirements

1. Possession of a valid driver's license.
2. Ability to be covered under FSHA's vehicle insurance policy.
3. Ability to be covered under FSHA's fidelity bond.
4. Must be willing and able to provide emergency coverage after hours, which requires the employee to carry a cell phone while on call.
5. Must be certified to conduct UPCS inspections or to obtain certificate within 12 months of employment.