



## BESSEMER HOUSING AUTHORITY

### Maintenance Mechanic (January 17, 2025 thru February 7, 2025)

<b>Position Title:</b> Maintenance Mechanic	<b>FLSA Status:</b> Non-Exempt
<b>Reports To:</b> Maintenance Supervisor	<b>Department/Level:</b> Maintenance
<b>Salary Grade:</b> 19	<b>Effective Date:</b> January 2025

The Maintenance Mechanic performs a variety of commercial repair and maintenance activities, to include electrical systems and appliances, plumbing, and heating/air conditioning systems. Work also scheduling and coordinating follow up work, maintaining supply inventories. Employees in this job class commonly use tools such as wrenches, screw drivers, ladders, and multimeters to complete their daily tasks. Work assignments are received through work orders, observation, meetings, and verbally. Work may be reviewed for fulfillment of program objectives and for conformance with policy and practice.

1. Performs maintenance tasks including electrical, plumbing, carpentry, general repair, vacancy preparation, preventive maintenance, and related disciplines.
2. Performs specialized tasks based on abilities that may include HVAC repair, electrical repair, plumbing repair, or upper-level carpentry tasks. Also, may provide instruction to other staff members.
3. Manages and organizes assigned work orders efficiently. Ensures that all work orders are completed and closed in a timely manner.
4. Recommends the referral of work to contractors, when appropriate. This may include grounds maintenance, painting, cleaning, vacancy preparation, pest control, or equipment maintenance.
5. Recommends the assessment of charges to resident accounts for work outside of normal wear and tear in accordance with the dwelling lease.
6. Supports the Maintenance Supervisor or Director of Facilities in the management, receipt, and completion of all work orders. Ensures the completion of Emergency Work Orders within 24 hours and the timely management and completion of all other work orders received.

7. Supports the Maintenance Supervisor or Director of Facilities in the vacant unit turnaround function and ensures that units are ready for re-occupancy as quickly as possible. Performs physical work related to vacancy preparation.
8. Requisitions appropriate parts and materials for assigned work in accordance with the Authority's procurement policy and/or materials management procedures. Documents the use of parts and materials on work orders.
9. Provides input for needed capital improvements on the assigned properties including items that are recurring in work orders, as requested.
10. Represents the Authority daily on the site in accordance with established policies and procedures. Ensures that the Authority's interests are always protected and communicates any issues to the Maintenance Supervisor or Director of Facilities.
11. Attends technical training sessions to ensure proficiency in the applicable trades.

#### **REQUIRED KNOWLEDGE AND ABILITIES**

- Knowledge of the structure, operations, policies, and procedures of a Public Housing Agency.
- Knowledge of the vision, mission, and purposes of the Authority as established by the Board of Commissioners and the Executive Director.
- Knowledge of current trends in effective property maintenance. Ability to proactively modify operational or technical approach to maximize the performance of assigned properties.
- Specialized knowledge in one or more trade, which may include skills at the journeyman level.
- Knowledge of local codes applicable to the specialty that may include building codes, electrical codes, or requirements of the Americans with Disabilities Act or Section 504 of the Housing and Rehabilitation Act (accessibility requirements).
- Knowledge of the Authority's facilities, including location, structure, and layout including associated utilities.
- Knowledge of the Public Housing Assessment System and ability to apply standards to maximize the score of assigned properties and the agency as a whole.
- Knowledge of basic maintenance techniques and skilled trades, as required, to complete assigned tasks. May also be required to obtain certifications related to work performed.
- Ability to correctly use a wide array of tools and equipment related to building maintenance or grounds care.
- Ability to effectively complete paperwork related to assigned tasks including correctly completing work orders and correctly accounting for parts and materials.

- Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, professionals, residents, HUD, and local, state, and federal officials. Ability to communicate with people from a broad range of socio-economic backgrounds.

#### **CRITICAL KNOWLEDGE:**

- Knowledge of electrical and mechanical engineering principles as applied to the design and installation of mechanical equipment and systems in buildings.
- Knowledge of electrical wiring in order to install and repair various electrical components.
- Knowledge of general mechanical principles (e.g., function of system, gear and belt rotations, and speed variability and timing).
- Knowledge of National Electrical Codes.
- Knowledge of occupational hazards and necessary safety precautions when working near utility lines (e.g., power, gas, water, etc.).
- Knowledge of basic plumbing concepts.
- Knowledge of gas, plumbing and mechanical codes and associated rules, regulations, and standards as they apply to commercial and industrial establishments.
- Knowledge of the repair, installation and maintenance of gas lines.
- Knowledge of field inspection procedures and techniques.
- Knowledge of testing devices and methods used to detect possible defects in gas, plumbing and mechanical equipment.
- Knowledge of the Fuel Gas Code.
- Knowledge of the tools, equipment, materials, and practices of the construction and heating and air conditioning trades.
- Knowledge of the methods, techniques and practices of the operation, repair and maintenance of building systems (i.e., HVAC, electrical, plumbing, and fire detection and suppression) within commercial buildings.

#### **PERFORMANCE STANDARDS**

Performance standards are provided to help facilitate the periodic evaluation of the degree to which the employee meets the requirements of the job. The performance standards below represent examples and are in no way all-inclusive. The Authority reserves the right to add or change performance standards through a modification of the position description, a supplemental performance evaluation tool, or written or verbal communication between the employee and their supervisor or the PHA Executive Director. Achieving the performance standards in no way guarantees a change in compensation and does not supersede or affect the

at-will relationship between the employer and employee. Examples of performance standards for this position include, but are not limited to, the following:

- Ensures that units are turned around for re-occupancy within twenty calendar days.
- Ensures the completion or abatement of all emergency work orders within 24 hours of receipt.
- Ensures the completion of all other work orders within ten calendar days of receipt.
- Ensures that all work is completed in accordance with the Uniform Physical Condition Standards (UPCS).

#### **MINIMUM EDUCATION, TRAINING, AND/OR EXPERIENCE**

This position requires graduation from an accredited high school with a degree and certification in a related trade as required for the assignment; a minimum of three years of experience maintaining multifamily rental property; or any equivalent combination of education, training, and experience that provides the required knowledge and abilities.

#### **MINIMUM QUALIFICATIONS**

This position requires a certification for at least two of the following:

- Certified Maintenance and Reliability Technician
- HVAC Certification from Alabama Board of Heating, Air Conditioning & Refrigeration Contractors
- Journeyman's Electrician Card from the Alabama Electrical Contractors Board. Must obtain Master Electrician Licensure/Electrical Contractor within 12 months.
- Plumbing Certification from Alabama Plumbers & Gas Fitters Examination Board
- Gas Fitter Certification from Alabama Plumbers & Gas Fitters Examination Board
- Carpentry

#### **CRITICAL REQUIREMENTS**

- Must be bondable.
- Must pass pre-employment drug screening.
- Ability to pass background check.
- Valid Alabama driver's license. Must maintain valid license throughout employment.
- Must be able to work on-call hours which includes nights, weekends, and holidays.

## **PHYSICAL REQUIREMENTS**

This position is required to work in less-than-ideal conditions, including noise, high-traffic areas, rough terrain, and undeveloped areas. Job involves physical exertion required for sustained periods of moderate physical exertion required for occasional prolonged periods of lifting, carrying, stooping, kneeling, crouching, crawling, balancing, and climbing. The incumbent must have the ability to access all portions of their assigned site during normal operation and during active construction or modernization. The incumbent must access all areas of a property including the attic, basement, or crawl space and must be able to work/inspect in wet, damp, hot, cold, or dusty places. Must be able to work while standing for extended periods of time. Must be able to lift and move up to 65 pounds without assistance.