



## **POSITION DESCRIPTION**

### **MAINTENANCE MECHANIC I**

REPORTS TO: Maintenance Working Foreman

#### **POSITION SUMMARY:**

This is the highest classification maintenance mechanic which requires advance skills or certification. Personnel in this classification must have the ability to be certified in one or more of the trades classifications, but will perform a wide range of maintenance-related tasks outside their primary area of assignment or certification. The Maintenance Mechanic is responsible to dress appropriately to the weather.

#### **MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:**

1. Must practice safety precautions and be safety conscious at all times.
2. Performs required planned and corrective (repair) maintenance to building surfaces, fixtures, systems and equipment.
3. Performs equipment planned maintenance tasks such as: checking for proper equipment operation: lubricating bearings, changing air filters, and changing heat exchanger and condenser coils.
4. Performs electrical and plumbing systems planned maintenance tasks such as: inspecting plumbing fixtures for leaks and repairs, checking drain lines to insure they are free of obstruction, checking appliances for proper operation, testing light switches and electrical outlets and conducting ground fault detection tests.
5. Performs such mechanical tasks as: repairing and/or replacing space temperature and HVAC equipment controls.
6. 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.
7. 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.
8. 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.

9. Performs Plumbing work including repair and replacement of faucet decks, repair or replacement of flushometers, replacement of sinks and toilets, re-seating of toilets and replacement of wax rings, cleaning and replacement of "P" traps, unplugging vertical and lateral waste lines, and minor repairs to valves such as re-packing or washer replacement. The MM will also take steps to identify the source or location of leaks or blockages with a minimum of disruption to the residents but will make exploratory openings in walls, floors, ceiling or dig ditches, as necessary.
10. 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.
11. Performs miscellaneous maintenance related tasks for a variety of situations as directed by immediate supervisor.
12. Performs necessary manual labor to keep housing projects in a decent, safe and sanitary condition.
13. Plans, lays-out, coordinates and directs other maintenance personnel as assigned by the Director of Facilities, or Maintenance Foreman.
14. Utilizes a wide range of powered and non-powered hand tools such as drills, sanders, sewage line cleaners, saws, hammers, pliers, screwdrivers, wrenches, oilers and volt-ohm-amp meters.
15. Troubleshoots maintenance problems using visual and appropriate testing equipment.
16. Operates and makes all installations and repairs in accordance with local, state and national codes.
17. Participates in off-shift and weekend emergency maintenance coverage as scheduled. (Schedule consists of a pay period).
18. Performs electrical work including replacement of existing wall switches, outlets, smoke detectors, Ground Fault Indicators (GFIs), ballasts for fluorescent lighting, and all lighting fixtures. He or she will replace defective wiring and will repair or replace all exterior lighting fixtures, as needed. Repairs to electrical stoves including replacements of heating elements and other minor electrical parts and minor repairs to refrigerators not including replacement of compressors or refrigerant are duties of the Mechanic.
19. Snow removal and de-icing at all Authority properties on an as needed basis either during regular work hours or after hours by authorization of the Regional Asset Manager.
20. Performs other reasonably related duties as assigned by immediate supervisor and other management as required.

**REQUIRED KNOWLEDGE SKILLS AND ABILITIES:**

1. Knowledge of the principles, practices, tools and materials used in one or more building trades (i.e. carpentry, plumbing, painting, masonry, heating or electrical trades).
2. Knowledge of occupational hazards and safety procedures of the trade.
3. Skilled in the use and care of common hand tools required in building and equipment maintenance and construction work.
4. Ability to perform maintenance and repairs in one or more trades.
5. Ability to follow oral and written instructions.
6. Ability to perform tasks requiring moderately heavy manual work.
7. Ability to establish and maintain effective working relationships with other employees, tenants and the general public.

5. Ability to assign duties and supervise subordinate employees if necessary.

**EDUCATION AND EXPERIENCE:**

1. Graduation from a standard high school required.
2. Must have at least three (3) or more years proven experience comparable to a certified journeyman level craftsman in more than one of the building trades or be a Vo-Tech graduate with a journeyman rating and certified in one or more of the trades classifications (electrical, painting, plumbing, carpentry, masonry, plastering or utility services).
3. Or an equivalent combination of education and experience deemed by the Housing Authority to meet the required knowledge, skills and abilities.

**SPECIAL REQUIREMENTS:**

1. Must have a valid State of Rhode Island vehicle operator's license.
2. Must be capable of operating various types of office business machines including a computer through a standard keyboard.
3. Must be systems oriented. Previous experience working with PM and work control systems highly desirable.
4. Bilingual preferred (English & Spanish).
5. Must be bondable.

**PHYSICAL DEMANDS:**

SEDENTARY (requires lifting 10 lbs., carrying small objects) \_\_\_\_\_

LIGHT (requires lifting 20 lbs., with frequent carrying of up to 20 lbs.) \_\_\_\_\_

MEDIUM (requires lifting 50 lbs., with frequent carrying of up to 25 lbs.) \_\_\_\_\_

HEAVY (requires lifting 100 lbs., with frequent carrying of up to 50 lbs.) \_\_\_\_\_

VERY HEAVY (requires lifting over 100 lbs., such as moving furniture) \_\_\_\_\_

CODES: C = Continuously, F = Frequently, O = Occasionally, and R = Rarely

A. Standard	F	H. Reaching	F	O. Crawling	O
B. Sitting	F	I. Handling	F	P. Bending	F
C. Walking	F	J. Fine Dexterity	F	Q. Twisting	O
D. Lifting	O	K. Kneeling	F	R. Climbing	O
E. Carrying	O	L. Crouching	F	S. Balancing	O
F. Pushing/Pulling	F	M. Foot Controls	O	T. Vision	C
G. Hearing	C	N. Talking	F	U. Other	

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel so classified.

AUTHORIZATIONS:

Approved by \_\_\_\_\_ Date  
Maintenance Working Foreman

Approved by \_\_\_\_\_ Date  
Director of Operations

Approved by \_\_\_\_\_ Date  
Executive Director

Acknowledgment: This is to acknowledge that I have read and understand and accept this job description as a condition of my employment at the Newport Housing Authority.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date