



POSITION DESCRIPTION

MAINTENANCE MECHANIC II

REPORTS TO: Maintenance Working Foreman

POSITION SUMMARY:

Responsible for the proper and timely completion of a wide range of routine maintenance-related tasks. This is a class of skilled and semi-skilled level type skills in the maintenance of building surfaces. This position will be involved primarily with the preparation of vacant units for the occupancy of new residents. Duties include those requiring performance of semi-skilled activities such as carpentry repair, minor electrical repair, painting, minor plumbing repair, grounds care, etc. The Maintenance Mechanic II 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 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.
4. Performs necessary cleaning tasks to both the interior and exterior of the dwelling unit's incidental to work involved with the preparation of the unit for rental.
5. Performs such carpentry work as: repairing doors and repairing windows, replacing/repairing door and window hardware, re-glazing windows, installing and/or repairing cabinets and handrails, replacing floor tiles and repairing carpet, and patching plaster walls and ceilings.
6. 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.
7. 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.
8. 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. .

9. 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.
10. Performs necessary manual labor to keep housing projects in a decent, safe and sanitary condition.
- 11 . Provides assistance to other employees as necessary.
12. 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.
13. Operates and makes all installations and repairs in accordance with local, state and national codes.
14. 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, painting, masonry, heating or electrical trades).
2. Knowledge of grounds care and maintenance.
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.
8. Ability to install electrical appliances.

EDUCATION AND EXPERIENCE:

1. Graduation from a standard high school required.
2. Two years' experience in skilled building and equipment maintenance work.
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. Bilingual preferred (English and Spanish).
4. 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

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|--------------------|---|-------------------|---|--------------|---|
| 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 _____
Maintenance Working Foreman Date

Approved by _____
Director of Operations Date

Approved by _____
Executive Director Date

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