

TARPON SPRINGS HOUSING AUTHORITY (TSHA)

JOB DESCRIPTION: MAINTENANCE MECHANIC I

STATUS: Temporary - Full-time; Hourly

PAY RATE: \$24,960 - \$32,240/year - \$12.00
- \$15.50/hour

DATE: November 26, 2012

GENERAL DESCRIPTION: Maintenance Mechanic I work involves the performance of semi-routine and diversified duties in connection with repairs to and maintenance of buildings and grounds requiring many basic maintenance skills such as carpentry for woodwork repairs, plumbing repairs, electrical and painting work. An incumbent is expected to have basic skills in simple plumbing, heating, and electrical repairs; windows, doors and other wood materials. An incumbent must be able to carry out a full set of maintenance duties and may be required to work under hazardous and adverse conditions such as heat, cold, dust and dirt. The work location may vary as needed and evening and weekend on-call work is required on a rotating basis.

RESPONSIBLE TO: Maintenance Supervisor

RESPONSIBLE FOR: No staff supervision requirements; an incumbent, however, may provide work direction and guidance to a laborer assigned to assist with certain tasks.

ESSENTIAL POSITION FUNCTIONS: The statements contained below reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skills typically required and the scope of responsibility for the position. It should not be considered all-inclusive as individuals may perform other duties as assigned.

- Responsible for the satisfactory performance of light and heavy manual laboring tasks in a wide variety of construction and maintenance work including plumbing, carpentry, welding, masonry, refrigeration, electrical, roofing, appliance repair, alteration, and lawn upkeep as assigned.
- Uses a wide range of hand tools and equipment such as drills, hammers, pliers, electrical testers, hand and power saws, cutters, plungers, threaders, wire brushes, etc.
- Works independently in assigned areas as instructed.
- Performs a variety of maintenance work in apartments as a result of a tenant request or management generated work orders.
- Completes assigned work orders utilizing the necessary materials and/or supplies to complete the work orders.
- Performs painting duties on the interiors and exteriors of buildings.
- Maintains assigned vehicle, machinery and tools in such a manner so as to prolong usable life and maintains high efficiency and reduced maintenance costs.
- Repairs plumbing fixtures and pipes such as toilets, sinks, drains, valves, and controls.
- Digs ditches, trenches and holes to uncover leaks; assists in pipe and valve leak repairs.
- Performs basic repairs of electrical switches, outlets, lighting fixtures, circuit breakers, fuses, etc.
- Performs basic carpentry tasks involving windows, doors, door frames, and locks.
- Performs janitorial duties including general clean-up work around the sites. Janitorial duties may include, and are not limited to, picking up trash on grounds, hand weed

removal, the waxing of floors, the cleaning of restroom & laundry facilities, and the emptying of trash.

- Performs routine cleaning duties inside apartments when residents vacate.
- May perform lawn maintenance duties, to include: spray and trim foliage, clear brush and cut and edge grass and weeds with hand tools and power operated equipment; assist in planting trees and shrubbery; lay sod and give general care to lawns and grounds; remove dirt, rubbish, weeds, leaves, and other refuse from grounds; repair and maintain lawn sprinkler systems.
- Assists with the upkeep of maintenance inventory; keeps supervisor apprised of the ordering of parts and supplies to ensure that needed materials are available to all staff and available for any assigned jobs.
- Performs a variety of tasks that may include mixing concrete with shovels, using prescribed amounts of sand, cement, and water.
- Assists in the loading and unloading of heavy materials, moves and/or assists in moving heavy boxes of equipment and large and bulky objects.
- Performs rotating on-call duties (nights and weekend) as assigned.
- Performs other related duties as may be assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

- Basic skill level in plumbing, electricity, heating, air conditioning, carpentry, painting, mechanical equipment and property maintenance.
- Knowledge and skill in the use and care of tools and methods to be used in a wide range of building maintenance work.
- Knowledge of occupational hazards, safety precautions, fire prevention and first aid techniques.
- Ability to understand and carry out oral and written instructions; read and interpret documents such as safety rules, operating maintenance instructions, procedure manuals, and work orders written in the English language.
- Ability to communicate clearly and concisely both orally and written in the English language, in a professional and courteous manner.
- Ability to use sound independent judgment and initiative.
- Ability to maintain acceptable working relationships with co-workers, residents, and the general public.
- Skill in measurement and mathematical calculations; knowledge of the methods, materials, tools and practices used in the building, electrical or mechanical trades; knowledge of blueprints and sketches.
- Ability to organize and prioritize work and manage time effectively.
- Ability to work in hazardous and adverse conditions, such as heat, cold, dust and dirt, as well as, cramped quarters and high places.
- Ability to operate motor vehicle in order to visit various sites and properties.
- Ability to lift and carry heavy objects weighing 50 pounds.

EDUCATION, LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Possession of high school diploma or GED certification.

- A minimum of five years of experience in various trades including general property maintenance, carpentry, plumbing, refrigeration, appliances and/or electrical maintenance and repair.
- Possession of a valid Florida Driver License.
- Must be insurable by TSHA's fleet insurance carrier.
- Maintains acceptable criminal record report; must be bondable.

ESSENTIAL PHYSICAL SKILLS:

- Must have sufficient physical strength and agility, and freedom from disabling defects to do heavy manual labor for extended periods, occasionally in adverse weather conditions.
- Must have sufficient physical strength to regularly lift and/or move up to 100 pounds.
- Employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch or crawl; operate equipment; install appliances; and to talk and hear.
- Must be willing and able to travel to HUD approved training when asked to do so by the TSHA.
- Able to operate motor vehicles in order to travel between properties and vendor locations.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the job. While performing the duties of the job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.
- Some traveling may be involved within the TSHA portfolio, Pinellas and surrounding Counties and out of town conferences/training.

ACCOMMODATIONS: Reasonable accommodations will be made for otherwise qualified individuals with a disability to perform the essential functions.