

ASSISTANT HOUSING MAINTENANCE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting a Maintenance Mechanic in the performance of efficient and economical maintenance and repair of a housing authority property, including buildings, grounds and equipment. In the performance of assigned tasks, the incumbent is required to establish rapport with tenants and possess an ability to be firm, but courteous with project residents. The work is performed under the direct supervision of the Housing Maintenance Supervisor. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Assists in performing general maintenance and repairs to housing authority buildings and grounds;

Assists in the maintenance and care for landscaped areas including mowing lawns, trimming hedges, pruning and trimming trees;

Assists in cleaning stoves and performing other repairs to renovate apartments;

Assists in repairing wiring systems, electrical fixtures, doors, windows, floors, and walls;

Plows snow and cleans snow from walks and pathways;

Performs emergency repairs on call such as cleaning plugged sewer mains or lines;

Assists in installing sinks, counter tops, cupboard doors and performing other carpentry tasks as required;

Assists tenants in the resolution of maintenance problems;

Assists in making periodic inspections of property;

Refers rules infractions to Maintenance Supervisor or Housing Projects Coordinator.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles, practices, tools and materials used in the maintenance of buildings and grounds; demonstrated skill in the performance of general maintenance activities; ability to understand and carry out oral and written directions; ability to be firm yet courteous with project tenants; ability to get along well with others; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One year of full-time paid experience in general building maintenance or all around building trades, handy work or any equivalent combination of training and experience.

1/12/84

Title change 11/7/84