

EMHA

JOB POSTING

MAINTENANCE MECHANIC

Erie Metropolitan Housing Authority (EMHA) seeks a qualified Maintenance Mechanic. This position performs maintenance duties in EMHA owned/managed properties. Must be skilled in the use of hand tools and equipment to perform general maintenance, heating, plumbing, electrical, carpentry, and drywall repairs. Must have ability to work independently, perform on-call duties when required, and lift 60 lbs. Applicants are required to have a high school diploma or equivalency, valid Ohio Vehicle operator's license, and be insurable under EMHA. Technical training a plus. Ability to pass certification examinations. Must be able to work in adverse conditions, such as sleet, snow, heat, cold, dust and dirt. This is a full-time bargaining unit position with benefits package. Pre-employment physical and drug screening required. Submit resume with cover letter to **ATTN: Executive Director; EMHA; 322 Warren Street; Sandusky, OH 44870 (mail)**, by fax to **(419) 621-4254**, or email to mbeier@eriemetrohousing.org. Resumes will be accepted until **4:00 PM on Friday, July 16, 2021**. Visit www.eriemetrohousing.org for job posting/description. No phone calls. **EOE**

ERIE METROPOLITAN HOUSING AUTHORITY

An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title:	Maintenance Mechanic	Position Title:	Maintenance Mechanic II
LocDept./Div.:	Maintenance	Employment Status:	Full-Time
Reports To:	Executive Director	FLSA Status:	Non-exempt
Probation:	90 days (New Hire)	Bargaining Unit:	Non-exempt

JOB RESPONSIBILITIES: In addition to the following, performs other related duties as required.

Under the supervision of the Maintenance Mechanic III, the Maintenance Mechanic II performs maintenance duties in EMHA owned and managed properties.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. Acceptable qualifications for this position are:

Completion of high school education or equivalency – Technical Training preferred. Two years demonstrated experience, effectiveness, and efficiency in general maintenance environment.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid Driver's License and insurability. Ability to attain housing program trainings and/or certification(s) pertaining to position.

ESSENTIAL FUNCTIONS OF THE MAINTENANCE DUTIES:

1. Ability to perform lawn maintenance, yard work, and snow removal continuously for an 8-hr. period daily;
2. Ability to do any custodial duties assigned;
3. Ability to change lights and clean same;
4. Clean units at turnover and remove debris;
5. Clean vehicles as directed;
6. Ability to do minor repairs, plumbing, electrical, carpentry, etc.;
7. Ability to paint, repair drywall etc.;
8. Ability to maintain and use tools and equipment necessary to perform tasks assigned, to include power tools, saws, drills, power washers, airless spray, lawn equipment, etc.... in a professional and expeditious manner;
9. Assist other Mechanics when necessary;
10. Complete work order documentation in a timely manner;
11. Perform on-call duties when required and on an as-needed emergency basis, which includes being immediately available to answer the work order phone on a continuous basis during normal off-duty hours on designated on-call week; (Cellular telephones are provided to each mechanic to provide easy access during off-duty coverage. Maintaining proper cell phone functioning is the responsibility of the mechanic assigned this equipment.);
12. Ability to work with minimal supervision and complete assignments in an orderly, acceptable manner;
13. Maintain shop in a clean, orderly manner;
14. Must be able to work in adverse conditions, such as sleet, snow, heat, cold, dust and dirt;
15. Reports to Executive Director, Maintenance Mechanic III, or other personnel assigned.
16. Other duties as assigned or as required by HUD rules and guidelines.

KNOWLEDGE, SKILLS AND ABILITIES: necessary to perform duties.

ERIE METROPOLITAN HOUSING AUTHORITY

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POSITION DESCRIPTION

Class Title: Maintenance Mechanic **Position Title:** Maintenance Mechanic II

Knowledge of: General Facility Maintenance and Standard office and housing practices.

Skill in:

1. General knowledge of facility maintenance.
2. Ability to perform basic mathematical computations.
3. Ability to lift up to sixty (60) pounds.
4. Ability to perform duties in field setting.
5. Computer skills and knowledge of common office related computer/mobile software/hardware.
6. Ability to deal with many variables and determine specific courses of action.
7. Ability to communicate and interact efficiently and professionally with residents, landlords, staff, and external organizations.
8. Ability to be trained to increase job skills ledge, and the ability to pass required certification examinations.

Ability to: Lift sixty (60 lbs.) pounds; maintain confidentiality; write clearly and legibly; manage multiple work assignments; follow verbal and/or written instructions; communicate effectively; develop and maintain effective working relationships with co-workers, supervisors, other professionals, residents, landlords, and the general public; work independently without continuous supervision; understand Erie MHA rules, regulations, and operating procedures.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Mobile phone, texting and emails, . Maintain and use tools and equipment necessary to perform tasks assigned, to include power tools, saws, drills, power washers, airless spray, lawn equipment, etc

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)