

NEEDHAM HOUSING AUTHORITY POSITION DESCRIPTION

POSITION: MAINTENANCE MECHANIC

REPORTS TO: DEPUTY DIRECTOR OF OPERATIONS

JOB SUMMARY

Under the guidance of the Maintenance Foreman, the Maintenance Mechanic performs duties associated with the maintenance and repair of public housing units, buildings and grounds.

PRIMARY RESPONSIBILITIES:

- Interior cleaning
- Trash removal
- Landscaping grounds
- Screen and shade repair
- Masonry assist
- Minor electric, carpentry, plumbing
- Plastering and painting
- Appliance maintenance
- HVAC monitoring and maintenance
- Small equipment repair and service
- Restoration of vacant units which may include any or all of the above
- Maintain complete and accurate records of hours worked and work performed
- Perform other related duties as assigned
- Accomplish other duties as may be assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of applicable building and safety codes, regulations, policies, and procedures.
- Skill in use and care of tools, machinery and equipment customarily used by maintenance personnel.
- Ability to read and interpret blueprints, drawings, and specifications
- Ability to make decisions under pressure
- Ability to communicate effectively with others, both verbally and in writing
- Must have a valid Massachusetts driver's license
- Must have the ability to be covered under the Housing Authority's vehicle insurance policy.
- Must maintain confidentiality of applicable resident and workplace information.
- Willingness to work with a culturally and socioeconomically diverse population

EXPERIENCE AND TRAINING

High school diploma or equivalent preferred. A minimum of two (2) years general real property maintenance experience required

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Ability to lift fifty (50) pounds
- Ability to bend, stoop, move in constricted areas, climb a ladder and work in high places
- Must possess good visual ability
- Must possess manual dexterity of hands and fingers to perform necessary maintenance tasks