



HOUSING AUTHORITY

OF THE CITY OF KEY WEST, FLORIDA

JOB DESCRIPTION

JOB TITLE: MAINTENANCE MECHANIC

TYPE: NON-EXEMPT

DEPARTMENT: MAINTENANCE

SUPERVISOR: DIRECTOR OF MAINTENANCE OR DESIGNEE

JOB SUMMARY:

The Housing Authority of the City of Key West, Florida (KWA) is dedicated to providing excellent customer service and assistance to its tenants, applicants, and landlords by employing and retaining a highly qualified and well-trained staff that supports its mission.

This is a highly visible position, which requires daily interaction and communication with Housing Authority residents and some members of the public like outside contractors, vendors, etc. It requires coordination of activities as related to the daily maintenance operation, along with performing skilled work involving one or more of the mechanical and construction trades and related work as requires.

The following responsibilities are normal for this position. The omission of specific statements of the responsibilities does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

POSITION RESPONSIBILITIES:

- Adhere to applicable established policies and procedures
- Responsible to complete work orders and return work order to Maintenance Controller
- Inspect buildings and apartments for needed services and repairs
- Perform all necessary renovation repairs in a timely manner once an apartment has been vacated to making ready for new tenants
- Perform minor electrical repairs
- Perform plumbing repairs to broken pipes, drains, leaks, and clogs
- Repair / Replace Doors, Bi-fold Doors, Windows, and Screens
- Make repairs to stairs, banisters, trim, and baseboards
- Repair / Replace Entire Kitchen Cabinets, Drawers and Countertops
- Repair / Replace Sinks, Faucets, Toilets, Bathtubs, Showers and fixtures

- Install Bathroom tile
- Replace medicine cabinets
- Install ceiling tiles
- Patch and paint drywall ceilings and walls
- Install and test smoke detectors
- Replace Switches, Outlets, and GFCI's
- Replace light fixtures, ceiling fans, and bathroom exhaust fans
- Make repairs to plaster and concrete walls, steps, and patios
- Troubleshoot, Repair, Replace - Water Heaters, Refrigerators, and Stoves
- Make repairs to gutters, soffits, downspouts, and drains
- Operate K60 and applicable attachments for clearing clogged sewage and drainage lines
- Perform on-call and afterhours duties
- Cut out damaged floors, sub-floors, and frame new floor joists, layout and install new plywood.
- Install new tile and vinyl flooring
- Strip and Wax existing and new floors
- Make repairs to damaged wood structures made from termites
- Operate and Maintain Paint sprayer, Pressure Cleaner, and Wet/Dry Vac.
- Work with large ladders to Inspect Roofs and make Repairs
- Install Appliances
- Operate and maintain assorted tools in workshop including Table Saw, Miter Saw, Chipping Hammers, Hammer Drills, Nail Guns, and Grinders
- Responsible to initiate related maintenance tasks as necessary.
- Responsible to return all maintenance invoices to the Maintenance Controller
- Responsible to verify any incurred maintenance over-time
- Responsible to assist in coordination and implementation of the Disaster Plan and its activities thereof
- Responsible for the daily control of all tools and equipment and its proper security
- Adherence to attend staff meeting(s) as requested
- Responsible to insure efficient and quality like performance in a variety of tasks
- Maintain vehicles as needed and schedules preventive maintenance
- Responsible for familiarization and strict adherence to all maintenance related OSHA requirements
- Responsible to properly submit completed work orders on a daily basis
- Performs other duties as assigned by the Supervisor, the Executive Director, and his or her designees

REQUIRED EDUCATION EXPERIENCE

High school diploma or GED, supplemented by three (3) years previous experience and/or training; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Good basic knowledge of all the maintenance trades, i.e., carpentry, electrical, mechanical repair, painting, plumbing.
- Good knowledge of the common practices, tools, terminology and safety in one or more of the mechanical or construction trades.
- Familiarity with materials required and ability to estimate type and quantities needed for a task.
- Good hand and eye coordination.
- Skillful use and care of tools and equipment.
- Good basic knowledge of all grounds keeping power equipment and tools.
- Ability to work from plans, specifications and rough sketches.
- Ability to follow oral and written instructions.
- Ability to read and interpret instruction manuals and work orders.
- Ability to establish and maintain effective relationships with co-workers.
- Good basic knowledge of vehicle and equipment maintenance.
- Basic knowledge of the appliance trade.
- Ability to work under adverse conditions.
- Ability to supervise work.
- Ability to work abnormal hours.
- Ability to maintain related maintenance records.
- Good judgment in handling confidential matters.
- Ability to travel in performance of related responsibilities.
- Ability to identify and report repair needs and safety discrepancies when observed.
- Knowledge and adherence to safety codes, trade and commercial trade practices.
- Ability to maintain through continued education and training, current knowledge and certifications relating to the job
- Responsible for Work Orders Reports and any other reports as necessary.
- Responsible for all other reports as directed.
- Ability to perform the essential physical job functions/responsibilities.
- Ability to greet and interact with the public and other employees in a courteous and helpful manner, presenting a positive image of the Housing Authority towards others.

PHYSICAL DEMANDS:

The physical demands described here are representative of those tasks that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

Physical activity includes standing, walking, climbing, bending, stooping, kneeling, crouching, crawling, twisting, reaching, pushing, pulling, lifting, finger dexterity, grasping, feeling, repetitive motions and talking, hearing and visual acuity.

Working conditions include outdoors/indoors, cold, heat, noise, vibration, hazards, atmospheric, oils and respirator.

The employee must be able to lift and/or move objects up to fifty (50) pounds.

SPECIAL REQUIREMENTS:

Employee must have and maintain a valid Florida Drivers License.

BONAFIED OCCUPATIONAL QUALIFICATIONS:

Bilingual (English/Spanish), communicate and comprehend both languages.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. The requirements for this position are indicative of the mental capacities needed to satisfactorily perform the duties for the position. Reasonable accommodations, as required by the Americans With Disabilities Act will be granted whenever possible.

Employment is subject to a probationary period of 12 months.

I have read, understand and agree to abide by this Job Description. I further acknowledge that my employment is subject to a probationary period of 12 months. Benefits can accrue after 90 days following a satisfactory performance evaluation.

Signature

Date

Witness

Date