



The Housing Authority of the City of Alexander City

2110 County Road, Alexander City, AL 35010
Telephone: (256) 329-2201 Fax: (256) 329-6535

MAINTENANCE MECHANIC OPENING POSITION

The Alexander City Housing Authority (ACHA) is currently seeking a Maintenance Mechanic to perform skilled and semi-skilled duties involved in the routine maintenance and repairs, preventive maintenance, and general upkeep of owned and/or managed public housing properties and other managed residential and/or commercial properties based on work orders taken from tenants and employees.

Applications may be downloaded from our website at www.alexcityhousing.org. Completed applications should also include a resume and references. Fax or email applications will NOT be accepted. No phone calls. Only qualified applications will be considered.

Send to: Human Resources
Alexander City Housing Authority
2110 County Road
Alexander City, AL 35010

Application deadline: 4:00 p.m. October 8, 2021.

The ACHA is subject to HUD Section 3 hiring requirements; is an Equal Opportunity and "At Will" Employer; E-Verify participant; and Drug-Free Workplace. The Alexander City Housing Authority abides by the requirements of 41 CFR 60-741.5(a) which prohibits discrimination against qualified individuals on the basis of disability or protected veteran status; and Title VII of the Civil Rights Act. Pre-employment physical and drug screen required for new hires.

Reasonable accommodations may be provided as required by the ADA upon request.

Board of Commissioners: Chairman, Skipper Worthy; Vice Chairman, Darrell T. Armour,
Mark M. Tuggle; John Nolen; Frances Bowers; Executive Director, Donna K. Gabel

Email: donnagabel@alexcityhousing.org

Web Site: www.alexcityhousing.org

Alexander City Housing Authority
2110 County Road
Alexander City, AL 35010

POSITION DESCRIPTION

POSITION TITLE: Maintenance Mechanic	APPROVED BY: Executive Director
DEPARTMENT: Maintenance	DATE APPROVED: 03/10/2020
CLASSIFICATION: Non-Exempt	DATE REVIEWED: 03/10/2020

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Maintenance Supervisor	POSITIONS SUPERVISED: None
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POSITION PURPOSE

Under general supervision, responsible to perform skilled and semi-skilled duties involved in the routine maintenance and repairs, preventive maintenance, and general upkeep of owned and/or managed public housing properties and other managed residential and/or commercial properties based on work orders taken from tenants and employees. Work orders are received electronically or in oral/written form, executed with minimal supervision, and all related maintenance paperwork filed per department procedures. Assists area staff as required, responds to the maintenance needs of different departments, and keeps management well informed. Participates in the on-call maintenance rotation.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Assists in the total maintenance operation and general upkeep of all developments as assigned to proper safety standards and code requirements as required by ACHA, GHA, HUD or other compliance requirements. These performance standards include, but are not limited to:
 - a. Move out inspection upon notice from Property Manager
 - b. Emergency Work Orders – Emergency corrected within 24 hours.
 - c. Routine Work Orders – Completed within seven (7) calendar days, barring unforeseen circumstances outside the control of the mechanic.
 - d. UPCS Work Orders – Non-Emergency – Completed within twenty-eight (28) calendar days.
 - e. Preventive Maintenance (PM) – Assists the PM Mechanic in adhering to established PM schedules and performing all tasks timely and in accordance with the schedule. Inspects equipment, checks operating condition, and logs repair needs.
 - f. Reports health and safety issues to the Maintenance Supervisor and Property Managers while completing work orders or walking grounds.
 - g. Quality of work – General work product and repairs are to be completed in accordance with standard accepted

practice.

- h. Maintenance of Work Area/Vehicles – Maintains general upkeep of work area including supplies and cleanliness of maintenance shop and truck; maintains, tools, supplies, equipment, including motor vehicle(s) assigned to the department.
- i. Work Attendance and Personal Appearance – Attends work per predetermined work schedule and work outside of predetermined work schedule as required. Ensures ACHA-issued uniforms are clean and worn daily.

2. **Assumes responsibility for effectively completing assigned maintenance duties.**

- a. Pulls inventory from SACS, completes the work, closes out work orders in SACS, returns unused inventory to the warehouse.
- b. Replaces electrical switches, wall outlets, breakers, dryer plugs and venting, light fixtures, light bulbs and other non-complicated electrical work.
- c. Replaces and/or repairs plumbing fixtures such as defective valves, faucets and faucet washers; unstops toilets, sinks, drains; and where necessary, replaces pipes and other plumbing accessories. Removes and replaces water heaters.
- d. Replaces windows, screens, and door locks as needed.
- e. Makes minor repairs to appliances, such as for refrigerators: defrost timers, seals; and for stoves: replace fans, switches; change fire stops.
- f. Performs routine preventive maintenance as requested. Checks smoke detectors and replaces as needed or requested.
- g. Installs new equipment and assists with the physical preparation of piping and electrical wiring required for changes and additions to the facility.
- h. Completes move out inspections of vacated units as requested, noting any damages and creates work orders for contractor. Completes initial move in inspection when units are ready for occupancy.
- i. Follows all safety rules and procedures, and operates equipment in accordance with established safety policies and department procedures. Reports equipment and property safety hazards to Maintenance Supervisor.
- j. Provides curb pickup of unwanted tenant household items on Mondays and Fridays. Takes to the City Dump. Provides the same service for GHA tenants when requested.
- k. Inspects units for bugs, sets foggers when instructed to do so, checks for bed bugs. Reports findings to Maintenance Supervisor.
- l. Takes electric and/or water meter readings on a monthly basis, or more frequently as needed, using the approved electronic device. Trouble shoots with excess utilities, as needed.
- m. Makes apartment keys as requested.
- n. Participates in the maintenance on-call rotation. Maintains ACHA cell phone charged and on at all times and shall respond to calls as needed. Adheres to the On-Call Emergency Policy and Procedures.

3. **Assumes responsibility for maintaining related records.**

- a. Tracks and records equipment test results.

- b. Accepts work orders by phone or in person. Completes work orders on the electronic tablet utilizing the SACS work order software. Lists materials issued and used and applicable tenant charges. Files paperwork.
 - c. Updates equipment maintenance records as appropriate.
 - d. Completes equipment and supply orders as assigned.
4. **Assumes responsibility for establishing and maintaining effective working relationships with area staff and with management.**
- a. Assists staff as needed to distribute rent statements and other notices.
 - b. Accompanies REAC Inspector when inspecting assigned properties.
 - d. Ensures management is appropriately informed of area activities and problems.
 - e. Attends meetings or training as required.
5. **Assumes responsibility for related duties as required or assigned.**
- a. Ensures work area, maintenance shop and grounds, and truck are clean, secure, and well maintained.
 - b. Runs errands and picks up parts as needed.
 - c. Assists with special equipment as needed.
 - d. Completes special projects as assigned such as inspecting units and other routine maintenance as is typically assigned to contractors, such as changing filters.

PERFORMANCE MEASUREMENTS

- 1. Maintenance assignments are completed in accordance with established policies, procedures, and standards:
 - a. Emergency Work Orders – Corrected within 24 hours
 - b. Routine Work Orders – Within 7 calendar days
 - c. UPCS Work Orders (Non-Emergency) – Within 28 calendar days
- 2. Equipment is well maintained and in good operating condition. Preventive maintenance is performed as scheduled.
- 3. Maintenance records, work orders, department logs, and time sheets are accurate and current.
- 4. Maintains general upkeep of work area including supplies and cleanliness of maintenance shop and truck; maintains ACHA inventory, tools, supplies, equipment, including motor vehicle(s) assigned to the department.
- 5. Management is appropriately informed of area activities and of any significant problems. Health and Safety regulations are closely followed.
- 6. Work attendance complies with Agency policies, work schedules, on-call rotations. Wears ACHA-issued uniform and is clean and groomed.

CORE COMPETENCIES

- ETHICS – Treats people with respect, keeps commitments; inspires the trust of others, works with integrity and ethically; upholds organizational values.
- CUSTOMER SERVICE – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to request for service and assistance; meets commitments.
- ADAPTABILITY – Adapts to changes in work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- DEPENDABILITY – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternative plan.
- ATTENDANCE/PUNCTUALITY – Is regularly at work and on time; ensures work responsibilities are covered when absent; arrives at meetings on time.
- PROFESSIONALISM – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- ORGANIZATIONAL SUPPORT – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization’s goals, values, and mission; supports affirmative action and respects diversity.

QUALIFICATIONS

EDUCATION/CERTIFICATION:	High school graduate or equivalent with additional training in general maintenance and repair Must maintain a valid Alabama Driver’s License Must be insurable and bondable by the Agency’s insurance company Education/certification in electrical and/or plumbing a plus
REQUIRED KNOWLEDGE:	Thorough knowledge of building and maintenance equipment, tools, materials, and practice of the building and mechanical trades including but not limited to electrical and plumbing.
EXPERIENCE REQUIRED:	3-5 years’ related experience in building maintenance, electrical, plumbing, and general repairs.
SKILLS/ABILITIES:	Ability to work independently with minimal supervision. Attention to detail. Ability to read and follow directions and instructions. Ability to use all related maintenance equipment and tools Ability to plan and coordinate complex and varied projects Ability to keep records and prepare reports accurately and communicate effectively. Ability to work with a personal computer/tablet in a Windows environment including the ability to utilize word processing such as Word and other standard or specialized software applications such as SACS.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

CLIMBING:	Use of ladders
BALANCING:	May involve walking, standing, and/or crouching on narrow, slippery or moving surfaces.

STOOPING:	Bending downward and forward at the waist. Requires full use of lower extremities and back muscles.
KNEELING:	Resting on knee or knees.
CROUCHING:	Bending downward and forward at the leg and spine.
CRAWLING:	Moving on hands and knees or hands and feet.
REACHING:	Extending hand (s) and arm (s) in any direction.
STANDING:	For extended time periods.
WALKING:	Especially for long distances.
PUSHING:	Using upper body to press against something with steady force.
PULLING:	Using upper body to draw, drag, haul, or tug objects.
LIFTING:	Use of upper body and back muscles to lift objects.
FINGER DEXTERITY:	Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.
GRASPING:	Using fingers and palm on an object.
FEELING:	Perceiving sensual characteristics of objects including size, shape, texture, temperature, etc. through touch.
TALKING:	Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly
REPETITIVE MOTIONS:	Movements frequently and regularly required using the wrists, hands, and fingers.
ACUTE HEARING:	Requiring fine, acute hearing abilities. Able to make fine discriminations in sound such as are required in adjusting machinery.
FINE, ACUTE VISUAL ABILITIES:	Fine visual acuity with the ability to inspect closely or to assemble small parts; color vision; or depth perception and/or field of vision.
PHYSICAL STRENGTH:	Heavy work; exerts up to 100 lbs. occasionally, and/or up to 50 lbs. frequently, and 20 lbs. regularly.

WORKING CONDITIONS

Worker is subject to changing inside and/or outside temperatures which may include extreme heat (temperatures above 100 degrees) or extreme cold (temperatures below 32 degrees).

Works both inside and outside. Subject to weather.

Must work under hazardous conditions including high places, chemical exposure, electrical current, moving machinery, exposure to blood, etc.

The worker is subject to fumes, odors, gases, and poor ventilation that affect the skin or respiratory system.

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

- REASONING ABILITY:** Ability to deal with a variety of variables under only limited standardization.
Able to interpret various instructions.
- MATHEMATICS ABILITY :** Ability to perform very basic math skills including adding, subtracting, multiplying, and dividing two digit numbers; to perform the four basic arithmetic operations with money; to perform operations with units such as inch, foot, and yard; ounce and pound (or their metric counterparts).
- LANGUAGE ABILITY:** Limited reading skills.
Able to read at a very slow rate.
Ability to communicate in simple sentences.
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INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

This job description has been reviewed with me. My signature indicates that I understand and agree to the requirements for this position and I have received a copy of this job description.

Signature

Date

Printed Name