

ASHEVILLE HOUSING AUTHORITY JOB DESCRIPTION

JOB TITLE: PREVENTIVE MAINTENANCE ASSISTANT

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of semi-skilled and unskilled tasks on buildings, grounds, appliances, equipment, and heating/cooling systems. Work will include a good knowledge, initiative and good use of good judgment to work independently and with others and to follow directions. Reports to the Site Manager. This is a non-exempt position under FLSA.

Internal applications will be accepted at the Central Office. Please contact Lafredia Morris at 828-258-1222 for an application. The Housing Authority is an equal opportunity employer. **Deadline to respond is end of business day Wednesday, January 10, 2018.**

SPECIFIC DUTIES AND RESPONSIBILITIES

Responsible for professional relations with all staff, residents, other organizations and the community at large.

Performs or assist in the repair of heating and cooling equipment.

Performs or assist in the repair of plumbing tasks such as repairing or replacing faucets, valves, fixtures. Unclogging drains toilets lavatories sinks. Installing water heaters, "fixtures, etc.

Performs or assist in the repair of electrical fixtures sockets switches, globes, breakers, etc.

Performs or assist in the repair of broken or damaged floor tile by replacing needed tiles.

Performs or assist in the installation, maintenance and repair of doors, windows, locks, roofs, gutters, down spouts and more complicated carpenter related tasks.

Performs preventive maintenance tasks on buildings, appliances equipment, plumbing items, heating and cooling systems, water heaters, etc.

Perform or assist in the preparation and painting of exterior and interior surfaces, walls, ceilings, base boards and trim by using brushes, rollers, or spray equipment.

Clean vacant units and prepare for occupancy. May be required to clean, repair, and install appliances such as ranges and refrigerators.

Repair broken windows, screens, storm doors, door and window closures, mirrors, medicine cabinets, vanities, etc.

Maintain grounds by picking up debris, mowing, edging trimming and performing advanced landscaping tasks.

Remove snow or ice from roads, paths, walks, stairs driveways and parking areas by using hand tools and powered equipment

ADDITIONAL JOB FUNCTIONS

MAINTENANCE MECHANIC ASSISTANT

Performs other related work as assigned by supervisory personnel. The above duties are intended to describe the general content of and requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of essential functions, responsibilities or requirements

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or equivalent

SPECIAL REQUIREMENT

Possession of valid North Carolina driver's license and ability to operate a motor vehicle up to and including a 1-1/2 ton truck. Perform duties as a CRITICAL SERVICE AREA employee; report to work in bad weather conditions whether or not other employees are required to report.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to move objects of up to 75 pounds occasionally, and/or up to 10 pounds frequently, and/or a negligible amount constantly. Requires the ability to stoop, crouch, climb and/or stretch arms, legs or other parts of body to grasp objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Interpersonal Communication: Requires the ability to communicate to people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of drawings, reports, correspondence, manuals, regulations, work orders, etc. Requires the ability to prepare correspondence, reports, work orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to communicate to people with poise, control and confidence.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in civil engineering and architectural terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Color Discrimination: Require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Must be able to communicate via telephone.

MAINTENANCE MECHANIC ASSISTANT

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of heating, plumbing, electrical, refrigeration, carpentry and painting is required.

Knowledge of materials and equipment used in building and grounds maintenance.

Ability to operate powered equipment, tools, etc.

Extensive walking, climbing, kneeling, and bending are required.

Knowledge of grounds maintenance and landscaping is required.

Ability to perform preventive maintenance and minor repair of powered equipment and vehicles is required.

Ability to read and follow written and oral instructions is required.

Must be able to pass a physical -and drug examination.

Ability to establish and maintain effective working relationships with supervisors, subordinates and fellow employees. Ability to relate to and communicate with residents.