



ASHEVILLE HOUSING AUTHORITY
165 SOUTH FRENCH BROAD AVE.
ASHEVILLE, NORTH CAROLINA 28801

The mission of the Asheville Housing Authority is to provide safe, quality, and affordable housing, to expand available resources, and to collaborate with the community to create opportunities for resident self-reliance and economic independence.

Our core values are Compassion, Equity, Fairness Integrity, Openness, Patience, and Respect.

JOB POSTING FOR: MAINTENANCE MECHANIC TECHNICIAN - BREVARD
JOB TYPE: Full Time Non-Exempt under FLSA

GENERAL STATEMENT OF JOB

The Asheville Housing Authority seeks to hire a Maintenance Mechanic Technician. **This position will be working on-site at The Brevard Housing Authority.** Reporting to the AMP Manager, the Maintenance Mechanic Technician under general supervision, performs a variety of semi-skilled and skilled 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.

ESSENTIAL JOB FUNCTIONS

- Responsible for professional relations with all staff, residents, other organizations and the community at large.
- Performs or assists in the repair of heating and cooling equipment.
- Performs or assists 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 assists in the repair of electrical fixtures sockets switches, globes, breakers, etc.
- Performs or assists in the repair of broken or damaged floor tile by replacing needed tiles.
- Performs or assists 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.

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- 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

Note: 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.

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
- Ability to establish and maintain effective working relationships with supervisors, subordinates, and fellow employees
- Ability to work well with and understand the problems of residents
- Ability to read, understand, and follow oral and written instructions

SPECIAL REQUIREMENTS

- Valid North Carolina issued Driver's License
- Perform duties as a **CRITICAL SERVICE AREA** employee; report to work in bad weather conditions whether or not other employees are required to report
- The Housing Authority of the City of Asheville requires all applicants to have a background check and a drug test before the commencement of employment

STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to operate a variety of office machinery and equipment including computers, facsimile machines, calculators, copiers, printers, etc. Must be able to move objects of up to 10 pounds occasionally, and/or up to 5 pounds frequently, and/or a negligible amount of constantly. Must be able to operate a motor vehicle. 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 movement of objects 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 with people to convey or exchange information. Includes giving instructions, assignments, or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, ledgers, logs, applications, appraisals, etc. Requires the ability to prepare correspondence, reports, forms, audits, appraisals, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to communicate with people with poise, control, and confidence.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral

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and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; statistical inference and statistical theory.

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

Color Discrimination: Does not 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.

BENEFITS

- Medical Insurance - (100% Company Paid for Employee)
- Dental, Vision, Life
- Short-Term & Long-Term Disability (100% Company Paid)
- 401k with 7% Employer Contribution
- PTO = 4 weeks
- 11 Paid Holidays

APPLICATION PROCESS

For an application, please visit the Employment page on the Asheville Housing Authority website at <https://haca.org/employment-opportunities/>, or contact Ms. LaFredia Morris at (828) 258-1222. You may also apply by submitting a cover letter and resume via email to jwilloughby@haca.org , via USPS mail or by hand delivery to the Housing Authority of the City of Asheville - Central Office (165 S. French Broad Ave., Asheville, NC 28801). Applications /resumes will be accepted until this position is filled. The Housing Authority