



Through our Agency's Strong Private, Public and Not for Profit Partnerships,
"We are Building Strong Communities with an Exceptional Quality of Life."

Maintenance Mechanic Job Description

POSITION: Maintenance Mechanic **Reports To:** Maintenance Supervisor

Summary: AHA currently provides maintenance services to 257 Low Rent Public Housing units and 321 Low Income Housing Tax Credit and other Federal, State, and privately funded programs units. AHA also administers 875 Vouchers under the Section 8 Housing Choice Voucher Program.

Essential Job Functions: The mechanic position is a 37.5 hour per week position requiring on-call nights and weekend duty rotations for emergency coverage. Under general supervision, duties include but not limited to performing difficult, skilled work in general maintenance, repair and modification of AHA owned buildings, grounds, and related equipment and appliances.

Major Duties and Responsibilities:

- Must practice safety precautions and be safety-conscious at all times.
- Diagnoses problems and performs needed repairs on various appliances and equipment including ranges, heating systems, air conditioners, and water heaters.
- Installs, repairs, or removes various appliances and equipment such as ranges, window air conditioner units, space heaters, and wall furnaces: removes refrigerators as necessary.
- Cleans furnaces, replaces filters, lights furnaces at the first of the heating season and turns off at the end.
- Repairs or replaces exterior woodwork, vinyl, and aluminum.
- Repairs or replaces windows, window screens, interior and exterior doors, screen doors, and related locks and hardware.
- Repairs or replaces roofs and related components.
- Repairs or replaces cabinets including the installation of new cabinets; installs new counter tops.
- Repairs or replaces plaster or sheetrock wall or ceiling surfaces: constructs walls and partitions.
- Repairs and replaces damaged sub-flooring: replaces damaged vinyl and ceramic tile moldings.
- Performs painting and wood finishing incidental to carpentry work such as priming exterior woodwork, staining and varnishing cabinets, and painting apartments.
- Performs minor electrical repairs such as diagnosing overloads, short circuits, and faulty fixtures; replaces faulty switches, receptacles and covers: repairs or replaces light fixtures and replaces globes; tests and replaces smoke detectors.
- Performs routine plumbing repairs including unstopping fixtures and lines with plunger, auger, cables, and roto-rooter; replaces faucets on equipment; replaces or repairs plumbing fixtures and components; and repairs or replaces exposed waste piping.
- Performs grounds maintenance duties including: mowing grass, trimming hedges, pruning trees, etc.; operates and maintains equipment necessary to perform these tasks.

Physical Address

Aiken Housing Authority
100 Rogers Terrace
Aiken, South Carolina, 29801

Mailing Address

Aiken Housing Authority
PO Box 889
Aiken, South Carolina, 29802

Phone Numbers

Main: (803) 649-6673
Toll Free: (888) 490-4458
Fax: (803) 643-0069
Dial 711 for TTY/TDY Services

Websites

Main: www.aikenhousing.org
Mobile: www.aikenhousing.tel

- Installs and repairs playground equipment.
- Assists in maintaining all paved lots, sewer drains, and associated inlets to ensure safe and sanitary conditions.
- Inspects buildings and grounds and reports any unsatisfactory conditions.
- Performs preventive and cyclical maintenance on equipment, appliances, and fixtures and building surfaces as scheduled.
- Completes work orders and preventive maintenance check lists as required.
- Records work performed, materials used, and time required on work order form.
- Advises immediate supervisor of unsafe conditions and recommends corrective action.
- May assist with first-time purchases of materials, equipment, and tools in order to ensure correct ordering and receipt.
- Performs other related mechanical, electrical, plumbing, and carpentry repair tasks as required.
- Assists in reading and recording utility meters; and performs rechecks of readings upon request.
- Performs other related duties of the class as required.

Required Knowledge and Abilities:

- Thorough knowledge of standard practices, methods, materials, tools, and equipment used in building and grounds maintenance.
- Thorough knowledge of standard methods, materials, tools, and equipment used in the plumbing, carpentry, and electrical trades.
- General knowledge of occupational hazards and safety precautions of the work.
- Skilled in the use of the tools and equipment necessary to perform the maintenance and repair tasks as outlined above.
- Ability to inspect buildings and grounds and determine needed repairs.
- Ability to understand, communicate and follow written and oral instructions.
- Ability to understand and work from sketches, blueprints, diagrams, etc.
- Ability to maintain records and prepare routine reports.
- Ability to establish and maintain effective working relationships with coworkers, other Authority employees, and the residents.
- Desirable skills - basic clerical skills and clerical systems knowledge.

Physical Nature of the Position:

Position requires the following physical abilities:

- Ability to sit, stand, or walk for extended periods
- Ability to carry, handle, and move file folders, pens, and other common, light office materials
- Ability to visually inspect buildings and grounds
- Ability to lift or handle a variety of appliances and items including refrigerators, sinks, counter tops, fan motors, etc.; ability to handle ranges and refrigerators using appliance hand trucks
- Ability to operate a variety of power and hand tools used in the carpentry, electrical, and plumbing trades
- Ability to kneel, crawl, stoop, and crouch in order to work in tight or cramped spaces such as attics and crawlspaces; ability to work in these positions for extended periods of time
- Ability to work in wet, damp, hot, cold, or dusty conditions for extended periods of time
- Ability to climb a ladder in order to gain access to work areas
- Ability to physically inspect units, grounds, and common areas; such inspections may involve kneeling, crouching, and/or stooping
- Ability to handle and manipulate common plumbing and electrical parts and components; ability to use common plumbing, electrical, and carpentry hand and power tools

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Position may be exposed to the following on a regular basis:

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|---------------------------|-------------------------|
| 1. Odors | 8. Muscular strain |
| 2. Chemicals | 9. Electrical current |
| 3. Vision strain | 10. Toxicants |
| 4. Noise | 11. Caustics |
| 5. Airborne particles | 12. Blades/moving parts |
| 6. Extreme temperatures | |
| 7. All weather conditions | |

Minimum Qualifications:

- Graduation from an accredited high school or possession of GED, preferably supplemented by vocational/technical school training in carpentry, electricity, plumbing, heating and air conditioning, and/or related, with journeyman level skill in one of the recognized building trades;
- At least three years progressively responsible experience in building and grounds maintenance, building construction, or related;
- A working knowledge of applicable state and federal building codes and housing quality standards including knowledge of EPA's lead paint Renovation, Repair, and Painting requirements is desired.
- Or a combination of education, training, and experience equivalent to the above.

Special Requirements:

- Possession of a valid State of South Carolina Driver's License and ability to operate/drive a truck
- Ability to be covered under the Housing Authority's vehicle insurance policy.
- Ability to be covered under the Housing Authority's fidelity bond.
- Must be able to provide emergency coverage after hours on a rotating basis.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform the entire job duties listed, and some incumbents may perform some duties, which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description

Affirmative Action/Equal Opportunity employer. Employment is contingent upon a satisfactory review of an applicant's background check.

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