

**Columbia Housing Authority  
EMPLOYMENT VACANCIES**

**Deadline for applications for all positions: May 17, 2019**

**All fulltime positions include State Benefits (Health, dental, life, SCRS Retirement)**

**Salary:\$32,563.58 - \$33,512.24**

**MAINTENANCE MECHANIC**

**Department:** Maintenance / AMPs  
**Division:** Housing Management  
**Reports to:** Maintenance Foreman  
**Pay Grade:** 90  
**Classification:** Non-Exempt

**GENERAL STATEMENT OF JOB**

Under regular supervision, performs skilled trade(s) and general maintenance duties in the maintenance and repair of assigned housing communities.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

***ESSENTIAL JOB FUNCTIONS***

Performs various skilled trade(s) and general maintenance tasks in the maintenance and repair of Housing Authority housing units, buildings, utility systems, appliances, equipment and grounds. Duties include but are not limited to diagnosing and repairing equipment malfunctions, general carpentry and construction, plumbing repair and maintenance, bathroom fixture and appliance installation, mechanical and electrical repair and maintenance, appliance repair and maintenance, HVAC repair and maintenance, refrigeration repair and maintenance, lock installation and re-keying, vehicle maintenance, exterminating pests, etc.

Repairs broken window glass, window screens and window/door hardware.

Installs fire extinguishers and smoke detectors; these are checked on every interior work order.

Checks appliances and heating systems for gas leaks; repairs leaks.

Ensures work is in compliance with established standards, specifications and schedules.

Maintains tools and equipment used for daily tasks.

Prepares and submits required maintenance and repair records.

Keeps supervisor informed of all ongoing projects, completed work orders and problems that require his/her attention.

Responds to emergency calls 24 hours per day, seven days per week.

Operates and maintains vehicles, lawnmower/tractor, a two-way radio, and a variety of equipment including mechanic's, electrician's, plumber's and carpenter's tools; sewer machine; gas meter; voltage tester; key machine; measuring devices; lawn tools and miscellaneous power and hand tools.

Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, residents, contractors, vendors, law enforcement personnel, and the general public.

#### ***ADDITIONAL JOB FUNCTIONS***

Performs emergency repairs.

Picks up and delivers supplies.

Maintains a neat and orderly shop area and designated vehicle.

Performs basic custodial duties as directed.

Performs other related duties as required.

#### **MINIMUM TRAINING AND EXPERIENCE**

Requires a vocational diploma in facilities maintenance or individual trade(s), supplemented by three years of general building/grounds maintenance experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid South Carolina state driver's license. May be required to possess technical certification(s).

#### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including a vehicle, computer, telephone, calculator, hand and power tools, etc. Must be able to exert up to twenty pounds of force occasionally and/or a frequently to lift, carry, push, pull or otherwise move objects. Work involves walking or standing for periods of time, stooping, kneeling, crouching, crawling, pushing, pulling, climbing, etc. and performing manual tasks. Must be able to lift and/or carry weights of up to fifty pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor.

**Language Ability:** Requires ability to read a variety of policy and procedure manuals, diagrams, specifications, equipment manuals, work orders, etc. Requires the ability to prepare required reports, records, etc. with proper format. Requires the ability to speak with and before others with clarity, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Requires the ability to learn and understand principles and techniques; to make independent judgments in absence of supervision; to

acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and to understand and implement basic shop machinery functions.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with persons of a variety of educational and cultural backgrounds, and to use construction, mechanics, electrical, plumbing, HVAC, and landscaping terminology.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using shop machinery; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, control knobs, buttons, switches, catches, hand and power tools, etc. Must have moderate levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing in uncomfortable physical conditions and under stress when confronted with tight deadlines and/or emergency, unusual or dangerous situations. The worker may be subject to danger or risk to a slight degree.

**Physical Communications:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the Housing Authority as they pertain to the performance of duties of the Maintenance Mechanic. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has the ability to offer assistance to co-workers and employees of other departments as required. Has thorough knowledge of the principles, methods and standards of skilled trades. Has knowledge of the standard tools, materials and practices of the trades. Has skill in the care and use of required tools and equipment. Has knowledge of the occupational hazards and safety precautions of the trades. Is able to make repairs and adjustments to equipment. Has the ability to use independent judgment as needed in performing routine and non-routine tasks. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to read and interpret specifications, blueprints, work orders and related materials pertaining to the responsibilities of the job. Knows how to prepare records, reports, etc. with accuracy and in a timely manner. Has knowledge of the terminology used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and

cooperation. Knows how to react calmly and quickly in emergency situations. Has the mathematical ability to handle required calculations. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all Housing Authority departments, co-workers and the public.

**Quantity of Work:** Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the Housing Authority.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, Housing Authority policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to Housing Authority policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Housing Authority policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the organization.

**Relationships with Others:** Shares knowledge with managers, supervisors and staff for mutual benefit. Contributes to maintaining high morale among all Housing Authority employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the organization and to project a good Housing Authority image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will

within the organization. Emphasizes the importance of maintaining a positive image within the organization. Interacts effectively with higher management, co-workers and the public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the Housing Authority and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Interested applicants should send a CHA application or resume to Human Resources, CHA, 1917 Harden Street, Columbia, SC 29204