



KNOX COUNTY HOUSING AUTHORITY POSITION DESCRIPTION

TITLE: MAINTENANCE MECHANIC II

STATUS: NON-EXEMPT

REVISED: 08/11/2015

SALARY: \$32,000—\$45,000 Commensurate with Experience

REPORTS TO: Program Manager

SUPERVISION EXERCISES: None

JOB SUMMARY:

Responsible for the proper and timely completion of a wide range of routine maintenance related tasks. This is a classification for journeyman level type skills in the maintenance of building surfaces and equipment. This position will be involved with considerable resident contact because of the source of many work orders. Duties include those requiring performance of semi-skilled activities such as appliance repair, carpentry repair, electrical repair, mechanical repair, painting, plumbing repair, grounds care, etc. The Maintenance Worker III is responsible to dress for the weather.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE

1. Must practice safety precautions and be safety conscious at all times.
2. Performs required planned and corrective (repair) maintenance to building surfaces, fixtures, systems and equipment.
3. Performs equipment planned maintenance tasks such as: Checking for proper equipment operation; lubricating bearings, changing air filters, and changing heat exchanger and condenser coils.
4. Performs electrical and plumbing systems planned maintenance tasks such as: inspecting plumbing fixtures for leaks and repairs, checking drain lines to insure they are free of obstruction, checking appliances for proper operation, testing light switches and electrical outlets and conducting ground fault detection tests.
5. Performs specific grounds care tasks in accordance with established procedures. These tasks include, but are not limited to: mowing, trimming, edging, pruning, fertilizing, watering and reseeding; applying fungicides, herbicides, insecticides

- and sterilants; sweeping walks and drives; patching parking lots and drives; repairing signs; removing snow, spreading sand and/or ice-melt, etc.
6. Makes grounds care decisions such as cutting height, pruning, plant spacing, fertilizing and applying insecticides.
 7. Operates and maintains non-powered ground care equipment such as tractor mowers, riding mowers, push mowers, edgers, trimmers, vacuums, blowers, sprayers, spreaders and chain saws.
 8. Uses and maintains non-powered grounds care equipment such as shovels, axes, slings, hoes, wheelbarrows, saws, trimmers, and hedge clippers, trash pickup sticks, trash sacks and trash containers.
 9. Performs such mechanical tasks as repairing and or replacing space temperature and HVAC equipment controls.
 10. Performs such carpentry work as: hanging doors and installing windows, replacing/repairing door and window hardware, reglazing windows, installing and/or repairing cabinets and handrails; repairing roofs, gutters and downspouts; replacing floor tiles and repairing carpet; and patching plaster walls and ceilings.
 11. Performs such masonry work as: patching cracked concrete, replacing broken masonry brick and ceramic tiles, regrouting ceramic tile and sealing concrete and exterior brick walls.
 12. Performs such plastering and sheetrock repair as: mixing plaster and drywall mud, removing old plaster and lathe; installing lathe, ground coat and white coat; installing and repairing drywall; bends and feathers edges to match surrounding surfaces.
 13. Performs such painting tasks as: preparing surfaces for painting by patching plaster holes, sanding, scraping or masking; painting with brushes, rollers or sprayers; performing touch-up painting after work in an area; spot painting metal surfaces for corrosion control, etc.
 14. Performs such plumbing tasks as: repairing faucet washers, seats, stems, spigots and hardware; resetting commodes, tubs and sinks; repairing water leaks, replacing and/or repairing flush valves or flush tank hardware; and clearing clogged drains and soil lines.
 15. Performs miscellaneous maintenance related tasks for a variety of situations as directed by immediate supervisor such as: servicing and/or repairing cleaning equipment; servicing and/or repairing vehicles; and repairing work tools and equipment.
 16. Performs necessary manual labor to keep housing projects in a decent, safe and sanitary condition.

MAJOR DUTIES AND RESPONSIBILITIES (CONTINUED)

17. Provides assistance to other employees as necessary.
18. Utilizes a wide range of powered and non-powered hand tools such as drills, sanders, sewage line cleaners, saws, hammers, pliers, screwdrivers, wrenches, oilers and volt-ohm-amp meters.
19. Operates and makes all installations and repairs in accordance with local, state and national codes.
20. Participates in off-shift and weekend emergency maintenance coverage as scheduled.(schedule consist of a pay period)
21. Performs such other duties as may be assigned by Property Manager or Deputy Director.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of the principles, practices, tools and materials used in one or more building trades (i.e. carpentry, plumbing, painting, masonry, heating or electrical trades).
2. Knowledge of grounds care and maintenance.
3. Skilled in the use and care of common hand tools required in building and equipment maintenance and construction work.
4. Ability to perform maintenance and repairs in one or more trades.
5. Ability to follow oral and written instructions.
6. Ability to perform tasks requiring moderately heavy manual work.
7. Ability to establish and maintain effective working relationships with other employees, residents and the general public.
8. Ability to install electrical appliances.

EDUCATION AND EXPERIENCE

1. Graduation from a standard high school
2. Two years experience in skilled building and equipment maintenance work.
3. Or an equivalent combination of technical training and experience to meet the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

1. Must have a valid State of Illinois vehicle operator's license.
2. Must be bondable.
3. Must have or be capable of obtaining a valid State of Illinois commercial vehicle operators license.
4. Must be capable of standing, walking and lifting/carry materials weighing up to 50 pounds