

**THE GREATER GADSDEN HOUSING AUTHORITY (GGHA)**

# Job Posting

**Selecting Officer:** Greg Price, Executive Director  
Glenn Dennis, Director of Technical Services

**One Maintenance Mechanic (MM) Position Available:** The Maintenance Mechanic position is located in the Maintenance Department at 500 Tuscaloosa Avenue, Gadsden, Alabama. The office hours are from 7:00 am to 5:30 pm. Also, from time to time the Maintenance Mechanic is required to respond to maintenance after hour emergency calls, therefore, the person must be able to work, as needed, from 5:31pm Thursday until the following Thursday morning at 7:00am or seven (7) days a week, 24 hours per day and must be able to respond to the emergency site within 30 minutes of receiving the call from the answering service.

**Advertising Date: Tuesday, October 26, 2021:** Applications will be taken until the position is filled but the initial review of applications will begin **November 16, 2021**, and applications received after **November 16** may not be reviewed if the position is filled. **Note: Must complete the application supplied by the GGHA (Copy Attached).**

**Condition of Employment:** The applicants selected for this position will serve as an introductory period; before becoming eligible for benefits (health insurance available after one full calendar month of employment). The introductory period for the employee will be a minimum of three (3) months and a maximum of one (1) year. However, this can be negotiated based on the applicant's experience and qualifications. Each employee's performance will be evaluated monthly and/or quarterly and if the job is being performed satisfactorily, the position may be converted to a regular position. At this time the employee will be entitled to benefits, as appropriate.

**Work Requirements:** Under the general supervision of the Director of Technical Services and Direct Supervision of the Maintenance Supervisor or assigned Maintenance Mechanic, the incumbent is responsible for skilled and semi-skilled maintenance and repair tasks and installations on Authority buildings, grounds, apartments, and equipment assigned. Must demonstrate, through performance, a knowledge of basic heating, carpentry, plumbing, electrical and grounds maintenance.

**Experience Required:** At least two (2) years' experience in building maintenance or construction, or an equivalent combination. Desired abilities in one of the following crafts: automobile mechanic, electrical, plumbing, masonry, carpentry, painting, utility services. Equivalent experience as general utility mechanic or maintenance in an industrial or commercial establishment.

The information contained in the application and job experience (as indicated in the application) will be evaluated to determine if the applicant meets the requirements for this position. This information will be evaluated and rated, and the highest candidates will be contacted for an interview. **All persons contacted for an interview for the Maintenance Mechanic Position will be required to complete a written test and performance test (which simulates various maintenance task) in the Maintenance Training Room (in a controlled environment) under the direct supervision of the immediate supervisor and/or the Director of Technical Services. These tests will cover some of the job functions that a Maintenance Mechanic will be required to perform.** Individuals that do not meet the minimum requirements and/or are not one of the best qualified candidates for the position will be notified, in writing, of this determination. Individuals selected for an interview and test will be notified, in writing, of their selection or non-selection.

**NOTE: For all applicants selected for the interview and not selected, your application for this position will remain on file with the GGHA for 1 year for consideration if this position were to become vacant for any reason. Note: All GGHA Offices are designated as non-smoking building!**

**Starting Salary is Grade 16, Step 1, which starts at \$17.91 per hour**

**If you have any questions, please call Glenn Dennis at 256-547-2505.**

# Job Description Greater Gadsden Housing Authority

## Maintenance Mechanic

**Department:** Technical Services                      **Level:** 16              **Date:** 8/1/2021

**Reports To:** Maintenance Supervisor                      **FLSA:** NE

### Summary

Perform a wide variety of general maintenance tasks, which do not require extensive training, on authority property. Tasks include repairing and replacing plumbing and electrical equipment in apartment, routine carpentry work, and prepare apartments for occupancy. Perform skilled plumbing, electrical, HVAC, carpentry, and roofing maintenance and repair. Work as a crew member in the installation and repair of water and sewer lines and other maintenance and repair projects in which more than one person is required. Maintain records of work performed and supplies used. Periodically serve as worker on call for emergency calls during periods in which no one is scheduled to work, such as nights, weekends, and holidays.

### Essential Job Functions

- A. Perform general maintenance tasks in apartments, including work order requests
  1. Replace faucet washers, stems, seats, etc.
  2. Clear clogged pipes
  3. Repair toilets by replacing tanks, commodes, floats, etc.
  4. Replace covers on switches and outlets, light bulbs, globes, fixtures, reset circuit breakers and locate and repair minor electrical problems
  5. Replace window panes, screens, door knobs, and door steps
  6. Complete work order tasks in accordance with established procedures
  7. Replace water heaters, toilets, and appliances, as needed
  8. Clear out any items left by occupants when they move out of apartments
  9. Clean units in order to prepare for occupancy, as needed
  10. Perform annual HQS inspections and complete required documentation
  11. Check out appliances and make repairs or report problems uncovered
  12. Re-key locks in accordance with established procedures, as needed
  13. Perform pre-trip inspection of truck
  
- B. Perform and assist workers with various building and grounds maintenance tasks by performing in accordance with instructions
  1. Repair gas, sewer, and water lines
  2. Repair heating and air conditioning equipment as assigned
  3. Install thermostats as needed
  4. Replace HVAC filters in accordance with established procedures
  5. Perform a variety of carpentry work such as, changing-out countertops, re-hanging and adjusting doors, and repairing cabinets
  6. Replace and repair floors, tiles, ceilings, etc.
  7. Install appliances
  8. Perform a variety of electrical tasks, such as replacing light switches, power sockets, fixtures, wiring, breakers, etc.

9. Install and repair plumbing pipes and fixtures, such as toilets, sinks, drains, valves and controls
  10. Prepare surfaces for painting by moving furniture, scraping, caulking, and patching surfaces
  11. Respond to emergency calls while off-duty and on-call
- C. Perform routine maintenance on vehicles and motorized tools and equipment, repair of appliances, and carpentry work, at the maintenance shop, as instructed
1. Perform routine tasks and perform tasks such as oil change, lubricate, tune-up engine, replace brake cylinders and linings, replace brushes or bearings in generators or starters, and repair or replace water pumps, on Authority automobiles, trucks, tractors, and mowers
  2. Perform a variety of carpentry tasks, such as repairing screens for windows, cutting countertops, building cabinet doors and drawers, etc., as instructed
- D. Perform a wide variety of maintenance tasks on Authority buildings and grounds in accordance with established procedures, as assigned
1. Repair and replace windows, doors, door frames, mailboxes, porches, clothes line posts, etc., as instructed
  2. Repair leaks to pipes and valves by digging ditches and holes using backhoe and hand tools
  3. Replace and/or repair roofs, soffits, downspouts, and valleys
  4. Maintain parking areas by repairing asphalt, installing speed breakers, etc. as instructed
  5. Perform concrete work to repair sidewalks, drives, porches, etc., as needed
  6. Spray weed killer along sidewalks, trim vegetation off fences, etc.
  7. Clear vegetation using tractor and/or backhoe, as needed
  8. Report violations of housing authority policies observed, such as vehicles on grass, smoking violations, poor housekeeping, etc.

### **Knowledge, Skills, and Abilities**

1. Knowledge of the practices, methods, tools, and equipment used in repairing and maintaining electrical and plumbing systems
2. Knowledge of the practices, methods, tools, and equipment of basic carpentry used in building maintenance
3. Knowledge of the practices, methods, tools, and equipment associated with small engine operation, repair, and maintenance
4. Knowledge of occupational hazards of building trades and of applicable safety rules and precautions
5. Ability to locate and correct basic and advanced plumbing and electrical problems
6. Ability to complete work order forms in accordance with established procedures
7. Ability to perform routine maintenance on vehicles and small mechanical equipment
8. Ability to carry and move objects, such as furniture, sinks, doors, appliances, etc. as needed
9. Ability to verbally communicate with co-workers, tenants, and supervisors
10. Ability to understand and carry out oral and written instructions
11. Ability to use tools and equipment of the building trades
12. Ability to work independently
13. Ability to operate and drive vehicles and equipment as needed
14. Ability to establish and maintain effective working relationships with co-workers, residents, and the general public
15. Ability to do minor welding

### **Minimum Qualifications**

Completion of a specialized course of study at a trade school, or completion of an apprenticeship program, plus two years of building or apartment maintenance work that included electrical, plumbing, and carpentry work, or an equivalent combination of education and experience. NOTE: This job requires the incumbent to be periodically on call, 24 hours per day, for a seven-day period , and to maintain a working telephone.

Other: Valid Driving License  
Ability to be insured under the Housing Authority's automobile insurance

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 all 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. All job duties must be performed in accordance with the provisions of the employee handbook.