



**Greater Gadsden  
Housing Authority**

# **JOB ANNOUNCEMENT**

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**POSITION TITLE:** Maintenance Mechanic

**DEPARTMENT:** Public Housing Maintenance Department

**SALARY:** To Be Determined

**DATE POSTED:** 12/02/2024

**CLOSING DATE:** Open Until Filled

**FLSA CLASS:** Non-Exempt

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**POSTING:**  
**12/02/2024**

### **Duties and Responsibilities:**

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.

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 windowpanes, screens, doorknobs, 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

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

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

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, clothesline 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

**If you have any questions, please contact Scott Mayo at (256) 547-2505.**

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.