



**Job Title:** Maintenance Mechanic

**Job Classification Code:** 211

**Reports to:** Property Manager

**Employee Status:** Hourly – non-exempt

**Pay Scale:** Level I – \$25,000.00 - \$34,000.00

Level II – \$31,000.00 - \$ 40,000.00

**Job Summary:**

Responsible for performing a variety of semi-skilled and skilled structural, plumbing, and electrical building maintenance work at a SHA site(s). Work involves the repair and replacement of items such as windows, doors, roofs, gutters, cabinets, walls, ceilings, toilets, faucets, water lines, electrical outlets, and light fixtures.

**Education/Certification Requirements:**

Level I – Person must have a High School diploma or GED.

Level II - Person must have a High School Diploma or GED. Journeyman or other specialized certifications are preferred but not required as well as a completed minimum 2 year trades or construction apprentice program.

**Experience Requirements:**

Level I – One to three years of building or apartment maintenance experience.

Level II – Four or more years of building or apartment maintenance work experience.

**Qualifications:**

This position requires a valid Florida driver’s license, the ability to pass a pre-employment drug screening, able to lift up to 50 pounds, be able to drive a pickup truck or van, and be insurable under the agency’s auto insurance policy. In addition the person must be able to read, write and speak English.

**Knowledge and Skills:**

1. Knowledge of the Sarasota Housing Authority( SHA) policies and procedures
2. Knowledge of the physical layout of the property sites
3. Knowledge of building and grounds maintenance including standard practices, methods, tools, and materials

4. Knowledge of general building maintenance including carpentry, electrical and plumbing
5. Knowledge of local and state building codes and OSHA work practices
6. Knowledge of safety rules, including accident causation and prevention
7. Knowledge of occupational hazards and appropriate safety precautions
8. Ability to communicate effectively orally and in writing
9. Ability to establish and maintain effective working relationships with supervisor, co-workers, residents, contractors, and the general public
10. Ability to understand and follow oral and written instructions
11. Ability to use maintenance hand and power tools for building and grounds maintenance
12. Ability to complete work order forms in accordance with established procedures
13. Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner
14. Ability to establish and maintain records, such as work orders and parts inventory

**Duties/Responsibilities of Position:**

- A. Troubleshoot, diagnose and correct routine and complex maintenance needs in apartments, including work order requests
  1. Replace circuit breakers, wiring, wall socket and switches, lights, and fans
  2. Repair appliances as needed
  3. Unstop commodes and garbage disposals, repair and replace faucets, commodes, sinks, bath accessories, and water lines
  4. Install gas furnaces and heaters in accordance with manufacturer's specifications
  5. Perform a wide variety of carpentry work such as, changing-out countertops, re-hanging and adjusting doors and repairing cabinets, as needed
  6. Repair and replace floors, tiles, ceilings, etc.
  7. Prepare vacant units for occupancy by inspecting apartments to determine whether maintenance work is needed, and either perform maintenance tasks or inform supervisor of findings, in accordance with established procedures
  8. Install and repair plumbing pipes and fixtures, such as toilets, sinks, drains, valves and controls
  
- B. Perform general maintenance tasks on Authority buildings and grounds and prepare records
  1. Repair and replace windows, doors, door frames, mailboxes, porches, clothes line posts, etc. as needed
  2. Replace furnace filters and light bulbs
  3. Perform a variety of painting tasks as needed
  4. Perform routine and preventive maintenance
  5. Receive and review written materials such as work orders and vacancy sheets
  6. Inspect of units periodically to determine maintenance needs and write up results
  7. Inspect vacated apartments and complete make-ready checklist
  8. Inspect hallways and common places, eliminate obstacles to free passage and assure that there is adequate lighting
  9. Write work orders, requisitions, and other forms and reports
  10. Regularly conduct inventory of equipment, tools, parts, and supply of materials
  
- C. Do other similar tasks as requested or assigned.

**Demands/Environment:**

Work may involve physical exertion while providing maintenance to residences and during follow up inspections. A considerable amount of time worked will be spent standing, walking and on a step ladder. Some portion of the work will be done outside and the employee will be subject to the outside elements. The employee must be able to lift up to 50 pounds. Work involves the normal risks and discomforts associated with a maintenance environment.

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.