

TUPELO HOUSING AUTHORITY
Employment Announcement
External Applicants

POSITION: MAINTENANCE MECHANIC I

DEPARTMENT: Maintenance

SHIFT: 8- Hour

SALARY: Depending on Experience

POSTED DATE: 8/28/2018

CLOSING DATE: Until Filled

See Attached Job Description for Duties and Responsibilities, Qualifications, and Other Pertinent Information.

Interested applicants may apply at the Win-Job Center or Tupelo Housing Authority located at 701 South Canal Street, Tupelo, MS 38804.

Equal Opportunity Employer

An equal opportunity employer, the Tupelo Housing Authority adheres to all Federal laws, regulations, and orders prohibiting, discrimination based upon age, handicap or disability, race, religion, sex, marital status, national origin and veteran status.

TUPELO HOUSING AUTHORITY JOB DESCRIPTION

MAINTENANCE MECHANIC I

EXEMPT (Y/N): No	GRADE:
LOCATION: North Green Street	SHIFT: 8-hours; On Call As Needed
DEPARTMENT: Maintenance	SUPERVISOR: Maint. Supervisor

SUMMARY

Responsible for installing and checking equipment, and the maintenance of all Housing Authority properties and grounds to insure their continued decent, safe and sanitary condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ❑ Perform all dwelling maintenance which will include carpentry, plumbing, refrigeration, electrical, heating, painting and interior wall repair.
- ❑ Perform preventive maintenance duties.
- ❑ Supervise Maintenance Aides and Laborers when requested by the Maintenance Supervisor.
- ❑ Responsible for the care and security of assigned tools and equipment.
- ❑ Perform assigned duties in a safe and reasonable manner, with proper regard to the safety of self and others.
- ❑ Subject to call after normal hours of work in response to situations requiring immediate repair in housing units.
- ❑ Make prompt repairs to unsafe or hazardous conditions. If unable to do so, reports that information to the Maintenance Supervisor immediately.
- ❑ Responsible for making needed repairs to all Housing Authority property (housing units and grounds) within assigned area of responsibility.
- ❑ Expected to make repairs without being prompted to do so by the Maintenance Supervisor.

- ❑ Periodically enters all housing units to get a general idea of their condition. Closely observes the exterior (front and rear) of all units, vacant and occupied, within assigned areas of responsibility.
- ❑ Responsible for repairing and/or reporting all questionable conditions to the Maintenance Supervisor.
- ❑ Will act in a responsible and professional manner in his association with residents.
- ❑ Responsible for cooperation with, and maintaining a good working relationship with all Housing Authority employees. Such relationship shall encourage an atmosphere which is conducive to the efficient accomplishment of this Authority's mission.
- ❑ Advises the Executive Director of problems arising during the absence of the Maintenance Supervisor.
- ❑ Performs other duties as assigned.

INTERNAL RELATIONSHIPS:

Reports to: Maintenance Coordinator/Property Manager
Supervises: Laborers as needed.

EXTERNAL RELATIONSHIPS:

Residents.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual must exercise high degree of independent thought and action to accomplish the many complex actions in a multi-tasking environment.

EDUCATIONAL AND/OR EXPERIENCE

- ❑ **High School graduate or equivalent G.E.D. Diploma.**
- ❑ **Must have at least five years experience in the home building and repair field, and an excellent knowledge in all areas of residential building maintenance, i.e. carpentry, plumbing, heating, electrical, etc.**

- ❑ **Must possess the ability to plan, organize and perform assigned duties with minimum supervision.**

COMPUTER SKILLS

- ❑ **Knowledge of Microsoft Word and Outlook Express.**

LANGUAGE SKILLS

- ❑ **Ability to follow oral and /or written instructions and interpret blueprints.**
- ❑ **Ability to plan, organize and instruct employees on job related tasks.**
- ❑ **Ability to prepare routine work records and reports.**

REASONING ABILITY

- ❑ **Ability to identify work hazards and to apply proper safety measures.**
- ❑ **Ability to deal with nonverbal symbols.**
- ❑ **Ability to deal with abstract and concrete concepts.**
- ❑ **Ability to identify and evaluate machine functions.**
- ❑ **Ability to exercise initiative, resourcefulness, and experienced judgment in interpreting and applying guidelines as well as developing and recommending solutions to problems that are unique and outside the scope of current written guidelines.**
- ❑ **Must possess the ability to meet deadlines.**

CERTIFICATIONS, LICENSES, REGISTRATIONS

- ❑ **Must maintain a valid commercial operator's license.**
- ❑ **Applicant must have a valid social security number.**

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to hear and interact with supervisors, subordinates, and the public. The employee is required to use hands to finger, handle or feel objects, tools, or controls. Employee is occasionally required to stand, walk, sit, reach with hands and arms, climb or balances, and stoop, kneel, crouch, or crawl.
- This job requires occasional lifting/and or moving up to 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIROMENT

The work characteristic described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works near moving mechanical parts, fumes or airborne particles and vibrations from equipment.
- May be required to work in all weather conditions and all elements anytime day or night. The noise level in the work environment is usually moderate.
- May be required to work in units with pest infestation and potential exposure to airborne pathogens.

Effective 6/28/05