

# AUBURN HOUSING AUTHORITY

## Position Description and Vacancy Announcement

|                       |   |  |                              |
|-----------------------|---|--|------------------------------|
| <b>Position Title</b> | Maintenance Mechanic<br>(Roanoke HA Site) | <b>Department</b>                          | Multifamily Housing          |
| <b>Reports To</b>     | Regional Maintenance<br>Manager           | <b>Employment Status</b>                   | Regular, Full-Time           |
| <b>FLSA Status</b>    | Non-Exempt                                | <b>Salary and Grade</b><br>(Compease 2022) | \$15.84 - \$23.75<br>Grade 7 |
| <b>Date Posted</b>    | August 2, 2022                            | <b>Date Closed</b>                         | Open Until Filled            |

### Summary

The primary purpose of this position is to perform semi-routine and general maintenance duties for the Auburn Housing Authority and its managed agencies (Lafayette Housing Authority and Roanoke Housing Authority). The incumbent performs diversified duties in carpentry, electrical, plumbing, masonry, and painting in response to work orders generated by service requests or unit inspections. The incumbent also performs general repairs on maintenance equipment as needed. This position periodically serves as worker on call for emergency calls during periods in which no one is scheduled to work, such as nights, weekends, and holidays.

All activities must support the Auburn Housing Authority (“AHA” or “Authority”) and its managed agencies’ mission, strategic goals, and objectives.

### Essential Duties and Responsibilities

*The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.*

1. Performs a wide range of building repairs and maintenance functions in response to work orders submitted by residents or Authority staff members. Completes all assigned work in a timely manner.
2. Performs routine preventive maintenance to ensure that building systems operate efficiently and that the physical condition of the building does not deteriorate.
3. Performs carpentry repairs to damaged walls, roofs, woodwork, floors, gutters and downspouts, garage doors, fences, gates, windows, cabinets, doorbells, and interior and exterior doors; replaces fixtures if they cannot be repaired.
4. Repairs or replaces wiring and parts for electrical outlets, switches, light fixtures, and breaker switches and fuses; checks for and repairs gas leaks.
5. Repairs or replaces plumbing fixtures and fittings, including but not limited to: showers, faucets, drains, sewer lines, toilets, sinks, water heaters, and water pumps.
6. Repairs roofs, including rock, gravel, built-up, or existing composition shingles.
7. Repairs, adjusts, or installs various appliances and equipment, including but not limited to: refrigerators, gas and electric stoves, furnaces, water heaters, washers, dryers, and air conditioners.
8. Performs masonry work, including repairs to sidewalks, paving, steps, roadways on Authority property, and curbing. Repairs and replaces bathroom tile, grout, and seals to maintain water-tight enclosure. Performs minor repointing of brickwork and patchwork for interior and exterior walls.
9. Uses brushes, rollers and airless spray equipment to apply the required number of coats of paint, enamel, varnish, lacquer, or other protective or decorative material on a variety of surfaces, including wall and ceiling board, wood, metal, plaster, stucco, concrete, or brick.
10. Repairs plaster, patches old plaster, and removes loose plaster in Authority properties.
11. Reinforces, installs, or replaces lights, window and door screens, doorknobs and deadbolt locks, mailboxes, and gutters.

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12. Maintains mechanical equipment such as Authority vehicles, power mowers, hedge clippers, and other pieces generally used by the maintenance team.
13. Assists in inspections of occupied and vacated housing units; repairs and paints units as needed.
14. Ensures that vacant units are turned and made ready within the timeframe established by the Manger of Maintenance and Modernization.
15. Performs janitorial or laborer duties to ensure dwelling units, common areas, and public areas are clean and safe.
16. Completes appropriate work order documentation for all maintenance tasks and maintains files of completed work orders.
17. Performs lawn and landscaping care including but not limited to: cutting grass; trimming hedges; mulches flower beds, shrubs, grass, and trees; watering grass and shrubs; and raking.
18. Performs on-call service during evenings and weekends on a scheduled or rotating basis.
19. Completes other duties as assigned.

### Behavioral Competencies

*This position requires the incumbent to exhibit the following behavioral skills:*

*Job Knowledge:* Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

*Commitment:* Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

*Customer Service:* Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

*Effective Communication:* Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

*Initiative:* Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

*Responsiveness and Accountability:* Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

*Teamwork:* Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

### Job Competencies

1. Knowledge of AHA building facilities and equipment.
2. Knowledge of AHA rules, policies, and safety procedures.

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3. Knowledge of the basic principles of building maintenance, including standard practices and methods of electricity, plumbing, and carpentry.
4. Knowledge of basic mathematics in order to take accurate measurements and calculate required materials
5. Knowledge and ability to use tools and equipment used in building maintenance.
6. Ability to read and understand or interpret directions, instructions, warnings, blueprints, work orders, plans, service manuals and AHA policies and procedure manuals, or given orally in English.
7. Ability to complete work order forms in accordance with established procedures
8. Ability to instruct new employees and helpers in the methods of maintenance and repair
9. Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner
10. Ability to recover refrigerant from refrigerators and air conditioning equipment
11. Ability to operate and drive vehicles and equipment, such as truck, sewer machine, tractor, backhoe, etc.
12. Ability to work outside for long periods of time in all kinds of weather.

### Education and/or Experience

High School Diploma, GED, or vocational/technical training equivalent required and a minimum of one (1) to three (3) years of experience in construction or building maintenance, or vocational training focusing in carpentry, plumbing, and electrical repairs. An equivalent combination of education and experience may be considered. Must possess a valid Alabama driver's license and be insurable under the Authority's plan.

### Technical Skills

To perform this job successfully, the employee should be able to successfully operate a variety of applicable hand-held tools and equipment. Must have the ability to learn proper use of other tools and equipment as required by assigned tasks.

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

To perform this job successfully, the employee is frequently required to travel to various Authority properties to clean and maintain grounds. Daily movements include sitting; standing; reaching and grasping; moving about the properties; and attending onsite meetings and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must regularly transport up to 100 pounds.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position generally works on Authority properties, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud, and the environment may be more hazardous than a standard office environment. This position may be required to work with contractors as well as Authority residents

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### Employee Benefits

- Group Medical Benefits
- Group Dental Benefits
- Group Life Insurance
- State Retirement
- Supplemental Insurance
- Annual Leave
- Sick Leave
- Holidays
- Four-Day Work Week (Monday - Thursday)
- Career Incentive Program

### Disclaimer

The AHA is an equal opportunity employer with a drug free workplace. We offer a very competitive compensation package and the opportunity to become an integral part of the continued growth of our organization. AHA gives preference in employment to Section 3-eligible individuals.

### Application Process

To apply, please send a resume and cover letter to [gmoore@auburnhousingauth.org](mailto:gmoore@auburnhousingauth.org); the cover letter must include your salary requirements. Include the job title "Maintenance Mechanic" in the subject line of your email. If you have questions about the position, please contact the following:

Greg Moore, Regional Maintenance Manager  
[gmoore@auburnhousingauth.org](mailto:gmoore@auburnhousingauth.org)  
(334) 821-2262, ext. 262

### Read and Acknowledged

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Employee Signature

Date

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Employee Name [printed]

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