

MAINTENANCE MECHANIC

JOB FUNCTION

Makes major repairs to and keeps in proper condition, the buildings and structures located on project site, including necessary carpentry and masonry work on the interiors and exteriors of, and approaches to, dwelling and non-dwelling units and minor addition thereto; adjust and maintains in good working order, machinery and mechanical equipment, including heating, plumbing, and electrical appliance and apparatus. Performance of duties requires high degree of skill in one or more crafts or trades, with a working knowledge of all maintenance crafts and trades.

ACCOUNTABILITY

Directly accountable to the Housing Supervisor.

EXAMPLES OF WORK PERFORMED

Performs maintenance tasks, within capability, in all aspects of the maintenance program, to include but not limited to: painting, minor electrical repairs and adjustments, plumbing, heating and air conditioning, carpentry and general maintenance.

Responds to emergency requirements whenever required – to include evening, holiday and weekends.

Identifies maintenance problems which are beyond the capability of the employee and reports the same to the Working Foreman or management with appropriate recommendations, if possible.

Completes work order requests – to include accurate report of man hours, parts and/or materials.

QUALIFICATIONS

Must be a high school graduate with additional work experience in general vocational training and a minimum of two-year experience in general maintenance or possess an equivalent of formal training and/or work experience.

Must have basic understanding of blueprints, electrical, plumbing and other diagrams and drawings common to construction trades.

Must have the ability to deal courteously and effectively with the public and other employees, ability to work independently, have a good sense of priorities, and willingness to use initiative, ability to retain proprietary information as confidential, and ability to comply with attendance policies.

Must have a valid Oklahoma Driver's License with a satisfactory driving record.

Must have ability to perform assigned responsibilities, as well as new and changing duties with a positive attitude of complete cooperation and inclination to personally identify with Authority goals, objectives, and programs.

Must be able to sit, stand, or walk on uneven surfaces for long periods. Must be able to work in heat, cold, ice, and rain. Must be able to bend, stoop, crouch, reach, or other awkward motions. Must be able to lift, push, pull, or carry 75 pounds. Must be able to navigate tall ladders.

Certification:

I have read this job description and understand the responsibilities of my position

Signature

Date