

The Mercer County Housing Authority is accepting applications for a Skilled Full-Time Maintenance Person. Experience necessary. Excellent benefits, paid vacation, great retirement. Resumes must be emailed to a.wiand@mchousing.net or delivered to MCHA, 80 Jefferson Avenue, Sharon, PA 16146 by the close of business on Monday, March 22, 2021. For more information regarding job duties, please visit our website at www.mchachoice.com or contact Holly Nogay at h.campbell@mchousing.net or phone 724-342-4000. EEO/EHO/AA

Publish: March 12, 13, 18 and 19, 2021

MERCER COUNTY HOUSING AUTHORITY

MAINTENANCE MECHANIC I

OCCUPANCY

JOB DESCRIPTION:

Under the direct supervision of the Property Manager, the incumbent is responsible for the performance of general maintenance functions to buildings, grounds, appliances, and equipment owned and operated by the Authority. The employee in this position performs a variety of skilled, maintenance tasks in connection with repairs to and maintenance of buildings, grounds, and equipment. Work involves knowledge of and skills in the areas of plumbing, electricity, carpentry, masonry, painting, heating, and ventilation.

EXAMPLES OF WORK PERFORMED:

Independently performs a wide range of building repairs and maintenance functions, calling for frequent physical exertion in a timely and safe manner.

Performs corrective and preventive (repair) maintenance to building surfaces, fixtures, systems and equipment. Performs tasks such as: checking for proper equipment operation; lubricating bearings, changing air filters, and changing heat exchanger and condenser coils.

Performs such electrical tasks as repairing and/or replacing switches, plugs, breakers and lighting.

Performs such carpentry work as: hanging doors and installing windows, replacing/repairing door and window hardware, re-glazing windows, installing and/or repairing cabinets and handrails, repairing roofs, gutters, and downspouts, replacing floor tiles and repairing carpet, and patching walls and ceilings.

Preparing vacant apartments for occupancy. Daily maintenance of grounds, cleaning of debris, weeding, raking, shoveling snow, de-icing, and hedge trimming.

Performs such masonry work as: repairing cracked concrete, replacing broken masonry brick and ceramic tiles, re-grouting ceramic tiles, and sealing concrete and exterior brick walls.

Performs such sheetrock repair as: mixing drywall mud, installing ground coat, and white coat, installing and repairing drywall, bends and feathers to match surrounding surfaces.

Performs such plumbing tasks as: repairing faucet washers, seats, spigots, valves, and hardware, resetting commodes, tubs, and sinks, repairing water leaks, replacing and/or repairing flush tank hardware, and clearing clogged drains and soil lines.

Performs such painting tasks as: preparing surfaces for painting by patching holes, sanding, scraping, or masking, painting with brushes, rollers, or sprayers, performing touch-up painting after work in an area, spot painting metal surfaces for corrosion control, etc.

Performs necessary manual labor to keep the Authority's properties in decent, safe, and sanitary condition.

Utilizes a wide range of powered and non-powered hand tools such as drills, sanders, sewerage line cleaners, saws, hammers, pillars, screwdrivers, wrenches, oilers, and volt-ohm-amp meters.

Required participation in rotation of on-call employees to respond to emergency after-hour calls.

Periodic overtime may be required. Mandatory snow removal overtime is required.

Receives work orders, completes repairs correctly and thoroughly, in a timely and efficient manner, and maintains accurate records of completed work orders.

Maintains a professional appearance and courteous manner to supervisors and Authority residents.

Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

General knowledge and proficiency in construction, plumbing, electrical, boiler, maintenance, grounds keeping, painting, roofing, and all other property maintenance functions.

Thorough knowledge of and skill level in interpersonal communications, quality control, code regulations, record keeping, and safety precautions of the work place.

Ability to understand and follow written and oral instructions.

Ability to maintain records and prepare routine reports while completing repairs with specified time.

Ability to establish and maintain effective working relationships with coworkers, contractors, and the residents.

Ability to move or carry objects or materials such as sinks, countertops, solid core and metal doors, debris, floor tile, fan motors, and other HVAC parts. Ability to handle ranges and refrigerators using appliance hand trucks.

Lifting (ground to waist-level) requirements for an individual in this classification may exceed 75 pounds on an infrequent basis. Ability to stand for extended periods of time.

Ability to operate a truck and van.

Ability to kneel, crawl, stoop, and crouch in order to work in tight or cramped spaces such as attics and crawlspaces. Ability to work in these positions for extended periods of time. Ability to climb a ladder.

EXPERIENCE, TRAINING, AND REQUIREMENTS:

Must be a Pennsylvania resident with a valid PA driver's license.

Must be insurable under the Authority's fleet insurance carrier and fidelity bond policy.

Must meet the minimum experience and training requirements of:

Graduation from an accredited high school, or GED, vocational school, or equivalent supplemented by technical courses in electrical, plumbing, and carpentry work;

- or -

Two years experience performing equivalent general maintenance;

- or -

Any equivalent experience and/or training which provides the knowledge and abilities.

SUPERVISION:

Under the direct supervision of the Property Manager.