

KENNARD RANDOLPH President & CEO



# **JOB POSTING**

TO: SHA Staff, Residents, and General Public

FROM: Mal Harrison, Executive Administrative Assistant

**DATE:** September 4, 2024

**POSITION:** Maintenance Mechanic

**CLASSIFICATION: Full-Time** 

**OPENING DATE:** September 9, 2024

**CLOSING DATE:** Posted until desired number of applications received.

START DATE: **Immediately** 

TO APPLY: Please apply on our website (https://selmahousing.com).

## POSITION SUMMARY

Job Posting: Maintenance Mechanic

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This is a full-time, permanent position, under the supervision of the Maintenance Supervisor. This classification of maintenance mechanic requires advanced skills and certifications. The successful candidate must be able to perform a wide range of maintenance-related tasks outside their primary area of assignment or certification.

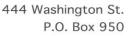
### ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1. Must practice safety precautions and always be safety conscious.
- 2. Performs plumbing systems preventative maintenance tasks such as inspecting plumbing fixtures for leaks and repairs, checking drain lines to ensure they are free of obstruction, checking appliances for proper operation.
- 3. Performs equipment preventive maintenance tasks such as: checking for proper equipment operation; lubricating bearings, changing air filters, and changing heat exchanger and condenser coils.
- 4. Performs required planned and corrective (repair) maintenance to building surfaces, fixtures, systems, and equipment.
- 5. Performs miscellaneous maintenance related tasks for a variety of situations as directed by immediate supervisor.

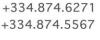
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- 6. Performs necessary manual labor to keep housing projects in a decent, safe, and sanitary condition.
- 7. Utilizes a wide range of powered and non-powered hand tools such as drills, sanders, sewage line cleaners, saws, hammers, pillars, screwdrivers, wrenches, oilers and volt-ohm amp meters.
- 8. Troubleshoots maintenance problems using visual and appropriate testing equipment.
- 9. Operates and makes all installations and repairs in accordance with local, state, and national codes.
- 10. Participates in off-shift and weekend emergency maintenance coverage as scheduled.
- 11. Other duties as assigned.

## REQUIRED KNOWLEDGE SKILLS AND ABILITIES

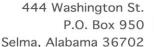
- 1. Knowledge of the principles, practices, tools, and materials used in the plumbing trade.
- 2. Knowledge of occupational hazards and safety procedures of the trade.
- 3. Skilled in the use and care of common hand tools required in equipment maintenance and construction work.
- 4. Ability to perform maintenance and repairs in the plumbing trade.
- 5. Ability to follow oral and written instructions.
- 6. Ability to perform tasks requiring moderately heavy manual work.
- 7. Ability to establish and maintain effective working relationships with other employees, tenants, and the public.

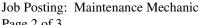
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## **EDUCATION AND EXPERIENCE**

- 1. High School Diploma (or GED) or an equivalent combination of technical training.
- 2. Must have least three (3) years proven experience in the plumbing trade comparable to a certified journeyman level or be a graduate with certification in the plumbing trade.
- 3. An equivalent combination of technical training and experience to meet the required knowledge, skills and abilities is acceptable.

## **SPECIAL REQUIREMENTS**

- 1. Must have a valid vehicle operator's license.
- 2. Must be bondable.
- 3. Must be insurable by the Authority's fleet insurance carrier.

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