



JOB POSTING

TO: SHA Staff, Residents, and General Public
FROM: Mal Harrison, Executive Administrative Assistant
DATE: December 11, 2024
POSITION: Maintenance Mechanic
CLASSIFICATION: Full-Time
OPENING DATE: December 11, 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

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.





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.





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.

