

BROCKTON HOUSING AUTHORITY

Maintenance Mechanic Aide

Rate of Pay: as per contract

Location: Various

Hours Per Week: 40

General Statement of Duties: Performs skilled work involving general maintenance and heavy and light manual labor by doing a variety of skilled tasks that do not require a journeyman's license in any specific trade. Supervise one or more employees in the performance of various jobs as assigned. Work is often performed under the supervision of a supervisor who issues verbal or written orders. All work is subject to periodic checking by supervisor.

Supervised By: Working Foreman

Responsibilities:

1. Perform all various tasks associated with the general maintenance of Housing Authority property, including minor repairs and adjustments to electrical facilities, hot water heaters, furnaces, gas ranges, plumbing facilities and carpentry repairs in accordance with standard building trade practices.
2. Direct crews in various maintenance functions, including but not limited to cleaning of common areas and grounds and cleaning out of vacant apartments.
3. Give direction to outside contractors; inspect and approve the work of outside contractors
4. Prepare oral and/or written reports of situations needing correction and use skill wherever possible to make corrections in accordance with industry standards.
5. Estimate time and materials needed for jobs.
6. Maintain maintenance shop and proper inventory of supplies.
7. Keep work-related records including but not limited to work orders, contractor invoices, material invoices, supply lists, subordinate time sheets.
8. Attend meetings and appropriate job trainings as required or assigned by supervisor, or Director of Housing Maintenance.
9. Perform duties consistent with agency/program policies and procedures.
10. Execute duties to reflect reasonable safety standards. Universal precautions must be utilized and training obtained in areas that constitute risk.
11. Perform other work-related duties as required or as assigned by supervisor/designee.

Qualifications:

- Substantial experience in general maintenance and building trades, including but not limited to, carpentry, plumbing repairs, electrical repairs, drywall repair and installation and appliance repairs,
- Minimum of two years experience in Multi Family residential maintenance experience preferred.
- Graduation from High School or GED required; trade school certifications preferred.
- Valid driver's license in state of residence required.
- Ability to be covered under the Authority's vehicle insurance policy.
- Knowledge of and experience with the standard methods, practices, tools, materials, occupational hazards, and safety precautions of the building trades.
- Ability to perform skilled tasks without close or direct supervision, understand and follow oral and written instructions, estimate time and materials needed to perform a task, and to prepare simple reports and records.
- Ability to perform minor supervisory duties.
- Considerable skill in the use and care of the tools, machines and equipment of the building trades.
- Ability to perform manual tasks requiring physical strength and endurance. (*See also physical requirements listed below*)

Physical Requirements:

- Must be able to perform work standing, stooping, stretching, bending, climbing and kneeling frequently for extended periods of time.
- Must be able to use, lift, handle, carry and set up materials, parts and equipment that weigh up to fifty pounds, and occasionally over fifty pounds.
- Must be able to work in extreme weather conditions for some jobs.

Thomas G. Thibeault
Executive Director

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Date: 05/13/2013