

**CITY OF SALEM
HOUSING AUTHORITY
MAINTENANCE MECHANIC III**

NATURE OF WORK

This is skilled work in the building and grounds maintenance and repair of the Housing Authority properties with lead responsibilities.

An incumbent of this class performs a variety of skilled and semi-skilled tasks in the area building maintenance and repair, working independently or as part of a team. Work also involves occasional responsibilities for landscape and grounds maintenance. Lead worker responsibilities are exercised over regular, seasonal, and temporary Maintenance Mechanics. Work includes the coordination of contractors to complete skilled maintenance or renovation projects. Work is conducted under general supervision of a higher classification.

The work of this classification is distinguished from the Maintenance Mechanic II by the higher expectation for the performance of a variety of skilled building maintenance and repair services and less focus on grounds/landscape maintenance. The work of this classification is distinguished from higher classifications by the absence of full supervisory authority over Housing Authority Maintenance Services.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties, which are not listed.)

Identifies and prioritizes daily activities associated with sound building maintenance practices; identifies emergency and routine repairs, or remodeling work and develops work plans to execute needed repairs or projects.

Plans and assigns work to staff according to established priorities. Trains and supervises assigned staff on proper equipment usage, construction or repair procedures, and general safety procedures. Participates in interviews and hiring of regular, seasonal, and temporary employees. Advises supervisor of performance problems.

Conducts regular, annual, routine and non-routine inspections of housing units; compare property conditions to checklists, guidelines or building standards; record observations of inspection items; evaluate property damage and cost for repair; make certain housing units are in functional order and in good repair prior to new tenant occupation by either repairing unit or coordinating contracted or in-house maintenance staff to complete repairs.

Plans, develops, and drafts complete landscape and irrigation system plans for new or existing properties. Reviews contractor plans and recommends changes.

Directs crew or performs mowing, edging, blowing, planting, transplanting, fertilizing, trimming, and pruning using a variety of power equipment and mechanical tools. Applies pesticides to turf and shrubs, and for weed and pest control.

Purchases required materials and equipment needed for effective and efficient work or to execute maintenance and renovation projects.

Performs skilled maintenance and repair work to facility and mechanical systems.

Repairs and maintains building fixtures and equipment, including locks, windows, doors, screens, fences, window blinds and drapes, roofs, gutters, walls, and shelving.

Replaces electrical fuses, ballasts, and outlets.

Installs or replaces vinyl flooring, ceramic tile, asphalt, concrete, and plaster.

Performs general maintenance, repair, and interior or exterior painting on vacant units; replaces or installs new fencing; digs and replaces or repairs drainage pipes.

Operates a variety of heavy equipment, power equipment, and mechanical tools, such as backhoes, power saws, augers, tractors, etc.

Inspects common areas, building envelopes and property grounds; performs general exterior building maintenance through the repair or replacement of faucets, downspouts, and gutters or making other repairs to outside areas; generates work orders to initiate repairs and maintenance of building exteriors.

Responds to tenant requests regarding building and mechanical system problems. Evaluates problems and takes appropriate corrective action.

Installs and repairs small electrical appliances, gas and electric stoves, and performs minor refrigerator repairs.

Works with contractors in the completion of miscellaneous new construction corrections; coordinates with contractors and sub-contractors on resolving problems covered under contract; initiates need for contracted labor; obtains quotes for services; schedules and coordinates the work of contractors; oversees work to make certain it is completed on time and according to quality standards.

Identifies and prioritizes daily activities associated with sound grounds and building maintenance practices.

Plans and assigns work to staff according to established priorities; trains and supervises assigned staff on proper equipment usage, pesticide use, and general safety procedures.

Installs and maintains irrigation systems. Blows systems to winterize, and tests and reprograms systems for spring and summer use.

WORK QUALIFICATIONS

Five years experience in the building trades industry or training in one or more trade specialties such as building, painting, carpentry, plumbing, electrical, or masonry as well as building grounds maintenance; trade school or college level training in building maintenance and grounds maintenance or horticulture; or any equivalent combination of education and experience which provides the following knowledge, skills, and abilities:

Considerable knowledge of residential construction and repair, current horticulture used in building grounds maintenance

Considerable knowledge of effective supervisory practices

Considerable knowledge of safety requirements in the performance of maintenance and construction work

Considerable knowledge of general maintenance and repair of basic residential appliances, and heating and plumbing equipment

Considerable knowledge of the safe operation and general maintenance of heavy equipment, power equipment, and mechanical tools

Considerable knowledge of proper pesticide application, plant identification and plant care.

Ability to plan, organize, and assign work, and manage multiple tasks.

Ability to work independently or take work direction from a higher-level classification as part of a work team

Ability to understand and follow oral and written instruction

Ability to communicate clearly and concisely, orally and in writing

Ability to operate a computer and supporting software

Ability to perform heavy manual labor for prolonged periods and in all types of weather conditions

Ability to deal with the public effectively and provide information regarding grounds and building maintenance procedures

Possession of a current State of Oregon Public Pesticide Applicator's License

Possession of a valid Class C Oregon driver's license and the ability to meet City driving Standards

Position may require availability for standby duty during non-working hours

Work is generally performed in a field setting in all types of weather and field conditions, often involving bending, stooping, crawling, and working at heights for extended periods of time. Work frequently involves moving from one physical location to another throughout the workday, and involves exposure to hazardous chemicals, dust, dirt, solvents, cleaners, and lubricants related to work assignment areas with safety precautions. Incumbents must be able to lift up 50 pounds and up to 100 lbs with the assistance of co-workers.



Human Resources Director

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Revised, December 2006 with addition of inspection and contractor oversight duties