

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

**00147**

**NATURE OF WORK**

This is standard manual work as a crew member in the general landscape and grounds maintenance or general building of the Housing Authority.

An incumbent of this class performs a wide variety of unskilled grounds or building maintenance duties. Work involves the operation of various types of power equipment and hand tools and typically performed under close supervision of a higher classification.

The work of this classification is distinguished from that of the Maintenance Mechanic II by the absence of authority to direct crews, and the absence of the responsibility to exercise skilled grounds maintenance or building maintenance duties.

**ILLUSTRATIVE EXAMPLES OF WORK**

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

**Grounds Maintenance**

Mows and trims lawns and performs tasks as assigned in the area of lawn and plant bed maintenance using various power equipment and hand tools.

Spades, hoes, and rakes yard debris. Sweeps, cleans, and removes debris and litter from properties.

Assists in seeding, fertilizing, and watering lawns.

Repairs or installs new fencing.

Loads and unloads supplies and maintenance equipment.

**Building Maintenance**

Assists in general building maintenance tasks such painting, carpet cleaning, fence repair, roof repair, or interior structural repair.

Assists in the installation and maintenance of small appliances, water heaters, stoves, and refrigerators.

Breaks and removes concrete. Assists in preparing site and pouring concrete.

Performs general site cleanup and debris removal.

Loads and unloads supplies and maintenance equipment.

Performs other related work as assigned.

## **WORK QUALIFICATIONS**

Experience or training in general labor work related to grounds maintenance, building maintenance, or residential construction; or any equivalent combination of experience and training that provides the following knowledge, skills, and abilities:

Knowledge of power equipment and hand tools and the proper use.

Knowledge of safety requirements in the performance of maintenance, construction, or landscape work.

Skill in landscape maintenance or residential repair and/or construction.

Ability to understand and follow oral and written instruction.

Ability to perform a variety of manual tasks.

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 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. Building Maintenance staff perform work both indoors and outdoors depending on assignment. Work frequently involves moving from one physical location to another throughout the work day. Work 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 to 50 pounds with occasional lifting up to 100 lbs. with assistance from co-workers.

---

4/97  
Jobspec.147  
(mmechi.doc)

Personnel Director