



Maintenance Mechanic

The Housing Authority of Champaign County (HACC) has a full-time opening for a Maintenance Mechanic.

The full job description (on the following pages) can be accessed at www.hacc.net. Applications will be accepted until filled.

Please submit a letter of interest, resume, and two references to:

Human Resources
Housing Authority of Champaign County
205 W. Park Avenue, Champaign, IL 61820
jobs@hacc.net

EOE

HOUSING AUTHORITY OF CHAMPAIGN COUNTY

Position Description

Classification:	Maintenance Mechanic
Supervisor:	Maintenance Mechanic Supervisor
Position Status:	Non-Exempt
Supervision Exercised:	None
Revision Date:	May, 2004

Position Summary

This is a skilled position whose primary responsibility is to ensure the proper operation and satisfactory condition of agency-owned motorized equipment, appliances and electrical systems through preventative maintenance, inspections and repairs. Individual performs maintenance service calls in apartments and assists in the performance of various projects.

Major Duties and Responsibilities

A. Work Order Completion

1. Plumbing

- Perform non-routine plumbing repairs such as replacing toilets, repair of sewer lines, lavatories, sinks, commodes, floor drains and all sanitary plumbing fixtures and lines.
- Anchor fixtures
- Repair and overhaul faucets, shower heads, ball cocks, hydrants, stop valves, etc.
- Replace or repair waste lines (metal and plastic)
- Replace washers and otherwise fix dripping faucets and water leaks.

2. Carpentry

- Replace hardware on cabinets, drawers and doors.
- Install, tape, and sand drywall.
- Install baseboard molding.

- Repair doors and window frames.
- Install floor tile and ceramic tile
- Install countertop laminate
- Replace drop-ceiling tiles
- Simple screen door and window repair

3. Electrical

- Trouble shoot and do minor repair of faulty electrical systems
- Install electric fixtures
- Repair or replace outlets and/or fixtures
- Replace bulbs and cords
- Reset breakers, fuses, and thermostats

B. Perform Emergency Maintenance

- Repairs gas lines
- Repair or replace waterlines
- Repair or replace sewer lines
- Repair of major appliances
- Repair of furnaces
- Repair of miscellaneous equipment

C. HVAC Maintenance

- Diagnose and correct problems with hydraulic, boiler, individual apartment heating units and central air conditioning units and their related systems such as circulating pumps, zone valves, compressors, electric motors, electronic controls, cooling towers, steam tanks, compressors, condensers, etc.
- Maintain preventative maintenance schedule for the inspection and servicing of these systems and their components.
- Stay current with applicable technical data regarding the repair or replacement of components.
- Determine continued service ability of these items and make recommendations on future actions with respect to these items.

D. Vacant Unit Rehabilitation and Preparation

- Determine quantity and type of materials needed to prepare unit for rental.

- Perform all routine duties required to prepare unit for occupancy including cleaning, plumbing, carpentry and routine electrical and painting.
- Maintain records on materials used and time spent in preparing units for rental.
- Other duties, as required.

Responsibility for Relationships

Internal

Daily personal contact with the Maintenance Mechanic Supervisor to receive job assignments, accept instructions, and to have work reviewed. Also to discuss problems and their resolution.

Periodic personal contact with the Housing Managers to receive job assignments and to have work reviewed.

Occasional personal contact with other Maintenance employees when working together.

External

Occasional personal contact with tenants while correcting maintenance deficiencies in housing units.

Counsel and advise tenants in care and maintenance of their apartments.

Knowledge, Skills and Abilities Required

- Working knowledge of maintenance techniques and agency maintenance policies/procedures.
- Working knowledge of most facets of facility and component repair along with maintenance tools and equipment.
- Working knowledge of building construction methods and materials.
- Operating knowledge of gas and water valves.
- Working knowledge of paints, coatings, finishes, thinners, solvents, cleaning compounds, and patching and sealing materials.
- Ability to follow oral and written instructions.
- Ability to take accurate measurements and determine quantity of materials needed to complete repairs.
- Ability to diagnose emergency maintenance problems and effect repairs.
- Ability to write legibly.

Problem-Solving

Typical

Determining quantity and type of materials needed to make repairs.

Determining priority of own daily work when not already prioritized.

Unusual

Deciding if a defect represents a serious hazard and what to do about it.

Dealing with irate tenants and how to resolve the problem without further aggravating the tenant.

Some duties will be of an emergency nature to permit continued operation of equipment and facilities.

Physical Requirements / Work Environment

Most of the work is performed in the field, either outdoors or inside buildings and apartments. The incumbent must sometimes work under adverse conditions such as bad or uncomfortable weather, tight confined, or dirty areas. This position requires travel to different work sites, therefore, the ability to drive a truck or van is essential. This position is very physically demanding. It requires a physical exam, considerable physical strength, stamina, flexibility, balance and a full range of motion. This position will require bending, stooping, climbing and lifting (50 lbs. or more).

Minimum Requirements

- High school diploma or G.E.D.
- Vocational or technical school studies in a least one facet of maintenance at an apprentice level.
- Three years experience in automotive repair, appliance repair, or electrical system installation or repair.
- Ability to follow oral and written instructions.
- Must have valid driver's license and be insurable on our commercial insurance policy.
- Full-time use of personal vehicle.

Employee Acknowledgement: _____

Date: _____