

HOUSING AUTHORITY
of the
COUNTY OF CONTRA COSTA

Approved: 07/99
HACCC.R08

Reviewed: 00/00/00
Revised: 00/00/00

MAINTENANCE MECHANIC

DEFINITION/PURPOSE:

Performs various unskilled, semi-skilled, and skilled tasks in the general maintenance, repair, care, and upkeep of grounds, equipment, buildings, and facilities, with responsibility for work performance in several trades. The work requires the use of hand, machine, and power tools and a variety of other mechanical equipment, as well as the exercise of technical independence in determining work methods and procedures.

DISTINGUISHING CHARACTERISTICS:

The Maintenance Mechanic performs and uses skills at the journey-level and sub-journey-level in several trades. Assignments are received orally, or through written work orders, and/or written instructions, sketches and/or diagrams. Works alone or as a member of a group of maintenance workers, with assignments made on the basis of demonstrated skills and abilities. When assigned as a lead of a group of maintenance staff, assignments are based on specific job-related knowledge and experience. May exercise independent judgment in the accomplishment of work assignments, as authorized, and exercises initiative to eliminated deficiencies.

SUPERVISION RECEIVED AND EXERCISED:

Receives direct supervision and general direction from the Maintenance Supervisor, or other technical or administrative superiors, based on the nature and location of the work, and the skills and abilities of the individual.

May exercise direct and general supervision over other personnel, as assigned, or may provide lead direction to other personnel depending on the circumstances and location of the work and the experience and knowledge of the individuals.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to, the following:

- Participate in assignments involving painting, masonry, plumbing, carpentry, electrical, and other craft skills in repairs to buildings, equipment, and grounds.
- Clean, service, and make repairs to a wide variety of heating, ventilating, air conditioning, and other mechanical equipment.
- Remove and replace partitions, install doors and locks, make repairs to all types of roofing, repair cabinets, floors, windows, footings, siding and other carpentry work.

- Clean, service, and make repairs to stoves, refrigerators, and other appliances.
- Fill out and/or complete work orders, reports, inspections, inventories, requisitions, and other written documents
- Measure, cut, thread, join and install supply, drain, and vent pipe.
- Repair floors and install tile. Install windows and window glass.
- Perform masonry, stucco, plaster, and concrete work in connection with buildings, hardscape, and foundations.
- Make estimates of labor, time, costs and materials.
- Clean dwelling units, public areas, offices, facilities, and streets. Perform custodial work such as cleaning, washing floors, and trash removal.
- Seed, water mow, cultivate, clean and give general care to lawns and grounds. Shapes and controls trees and shrubs.
- Operate and repair hand and power tools and mechanical equipment. Service and do minor repairs to automotive equipment, gasoline engines, light tractors, stoves, heaters and refrigerators.
- Drive trucks, tractors, and other powered equipment.
- Unstop sewers and drains.
- Prepare for painting and paint exteriors and interiors using spray, roller, brushes, and other methods.
- Repair furniture, repair and install shades, repair and hang screens, install various hardware, appurtenances, and fixtures.
- Conduct daily activities in accordance with the policies and rules of the Authority, as well as Federal, State, and local agency laws, ordinances and regulations pertaining to housing authority activities.
- Issue equipment and supplies to tenants.

OTHER JOB FUNCTIONS:

- Perform related duties as assigned.

SPECIAL REQUIREMENTS:

Knowledge of – Methods, materials, tools and practices used in the painting, plumbing, carpentry, electrical, and other building trades. Planting, cultivating, pruning, fertilizing and related care of landscaping. Methods of using materials, tools, and practices used in the treatment of plants for insects, parasites and fungi. Operation of power equipment, and the maintenance of electrical motors. Use and care of standard tools and equipment, as well as the materials and practices of the trade area to which assigned. Occupational hazard and safety considerations and precautions of the building, electrical or mechanical trades. Standard practices, processes, and material involved in trades related to general building maintenance.

Ability to – Pass an Authority sponsored pre-employment physical and drug screening to assure a general condition of good health and the possession of physical strength and agility necessary to perform moderately heavy labor. Pass a pre-employment background check.

- Supervise a small group of maintenance staff. Make and work from sketches, plans, or blueprints for improvement or alteration of buildings and equipment. Work safely. Make accurate estimates of time and materials required for repair and maintenance work. Keep accurate records and make reports. Learn Authority regulations concerning maintenance of grounds and buildings and the Federal, State, and local agency laws, ordinances and regulations and Authority regulations, affecting clients, the general public and employees. Meet the public effectively and give information regarding grounds and building facilities and Authority regulations. Establish and maintain effective working relationships with clients and others contacted during the course of work. Enforce maintenance regulations with tact and impartiality. Read and write in English. Operate a personal computer using various Windows-based applications programs.

Licenses and Certificates – None required.

California Driver License - Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance carrier.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, work indoors or out of doors in a variety of weather conditions, climb stairs and ladders, work in limited spaces, crawl, bend, stretch and work at heights. Lift items of fifty pounds to shoulder height. Walk over uneven ground. Handle a variety of chemical compounds and solvents used in cleaning and in the trades.

Other – Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

- The employee must be able to work overtime as requested, and respond to call backs to deal with after-hours maintenance needs.

- The employee will comply with Federal, State, and local agency laws, ordinances and regulations, and Authority regulations, affecting clients, the general public and employees.

MINIMUM QUALIFICATIONS:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

Experience – Four (4) years of apprenticeship training and two (2) years of journey-level experience in the building or mechanical trades.

Education – Graduation from an accredited high school, or possession of an equivalent certificate or diploma recognized by the State of California (e.g. G.E.D.). College courses in construction technology or a related field are desirable.

NOTE: Upon completion of three and one-half (3½) years of service at the Level 1 pay scale of the classification, the incumbent may elect to be considered for advancement to the Level 2 pay scale. This election will result in a non-competitive examination of the incumbent's skills and abilities through a practical assessment developed by the Authority with input from the Union to determine whether or not the incumbent has the skills and abilities to move to the higher (Level 2) pay scale.

It is anticipated that the incumbent at the Level 1 pay scale will prepare himself/herself for advancement to the Level 2 pay scale. Such preparation is normally accomplished by seeking out apprenticeship classes and/or those classroom and practical instruction situations given through high schools, community colleges, and/or correspondence courses, and/or on-line classes that result in a certificate of successful completion, certificate of competence, or diploma of graduation.

To the extent practical under the constraints of workload and available personnel, the Maintenance Mechanic supervisor will assign Level 1 pay scale employees to work related to their classes and training being undertaken at that time.

The non-competitive examination shall consist of a practical test and demonstration of skills. The demonstration of skills consists of the completion of designated skills that are impractical or unreasonable to test for in a controlled setting, and are consistent with those skills the Authority requires of a Maintenance Mechanic.

Up to twelve months prior to the employee's 3½-year anniversary date, he/she may request notification of the required "demonstrated skills." Upon such request, the Maintenance Mechanic supervisor shall, to the extent practical under the constraints of workload and available personnel, make reasonable accommodations with the Maintenance Mechanic to ensure completion of the review of demonstrated skills prior to the date of the practical test.

