



MAINTENANCE MECHANIC VACANCY

The **Montgomery County Housing Authority (MCHA)** is seeking a Maintenance Mechanic to join our team. This is skilled technical work involving the complex programs of building maintenance, heating and utility operations. Under direction and supervision, an employee in this position makes repairs to buildings, structures, and grounds of a housing development including painting, carpentry, masonry, and mechanical work in dwelling and non-dwelling buildings; adjusts and maintains in good working order operating and mechanical equipment and performs duties requiring journeyman skill in one or more crafts or trades. The incumbent must be available for scheduled overtime as needed and work as part of the on-call rotation for the facilities team. The listed duties here are not intended to serve as a comprehensive list of all duties performed by all employees in this classification. The duties here are a representative sample of potential assignments. **Based on qualifications, this employee could be hired as Maintenance Mechanic I or II.**

DUTIES & RESPONSIBILITIES

- Safely performs a wide variety of maintenance and repair work on facilities, systems, structures and equipment at any of the MCHA properties.
- Responds to work orders on a variety of maintenance and general upkeep functions.
- Operates power and hand tools of the carpentry, electrical, plumbing, and other building maintenance mechanics in the performance of maintenance work.
- Inspects units for repairs and preventative maintenance.
- Assembles, installs and/or repairs plumbing, electrical, heating equipment / fixtures.
- Maintains and repairs water systems, boiler plants, and sewage treatment systems.
- Drives vehicles to transport other maintenance personnel, or materials. Maintains vehicles and equipment by changing the oil, checking fluid levels, changing filters and checking tire pressures.
- Maintains parts, supplies and equipment; advise supervisors when products or tools need to be ordered; Track inventory items, including tools and equipment.
- Performs minor roofing tasks by repairing shingles, soffits, flashing, and spouting.
- Clears blocked drains and repairs faucets and drinking fountains.
- Makes minor electrical repairs such as replacing light bulbs, tightening fixtures, replacing switches, and adjusting electrical motors.
- Paints or stains building walls, ceilings, signs, and gates by scraping and removing old finish and rolling or using brushes to apply paint or stain.
- Performs carpentry tasks such as assembling and repairing prefabricated picnic tables, signs, furniture, shelving, partitions and storage bins.
- Clears walkways and roadways of debris, snow or ice as needed.
- Performs landscaping duties by seeding and mowing grass and by planting, pruning, and removing shrubs, branches, and trees.
- Maintains the cleanliness of MCHA buildings, facilities, and outdoor recreational areas.
- Completes projects as assigned.

EDUCATION & TRAINING

High school graduation and four years of work experience in crafts or trades, attaining qualifications as a journeyman in one or more crafts or trades; Any equivalent combination of experience and training. Possession of a valid PA non-commercial Class C driver's license or equivalent.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the practices and techniques of the maintenance and construction trades, including plumbing, carpentry, masonry, electrical, painting and roofing.

- Some knowledge of the codes, statutes, and regulations governing maintenance and construction trades.
- Knowledge of occupational hazards, safety precautions of the mechanical, electrical and building trades.
- Knowledge of operation, maintenance, and repair of electrical, sewage, water and refrigeration systems.
- Knowledge of the practices and techniques of heating plant operations and maintenance.
- Ability to schedule and supervise the work and training of laborers.
- Ability to read blueprints and interpret plans, sketches and drawings.
- Ability to maintain accurate and current records.
- Ability to establish and maintain effective working relationships with supervisors, subordinates, tenants and the public.
- Ability to communicate effectively with mobile devices and use office equipment and any maintenance software programs used by the MCHA.
- Ability to support positive relationships between the MCHA and the resident population by demonstrating courteous and cooperative behavior when interacting with all parties.

COMPENSATION & BENEFITS

\$24.00 - \$30.00 per hour (40-hour work week). Retirement savings plan; Dental insurance; Health insurance; Life insurance; Paid time off; Tuition reimbursement

SCHEDULE

- Day shift; Monday to Friday; On call; Rotating weekends; Weekends as needed

WORK LOCATION

- In person

HOW TO APPLY

To be considered for the Maintenance Mechanic position, email a Resume and Cover Letter to marcia.robinson@montcoha.org no later than November 18, 2024.