

HOUSING AUTHORITY of the CITY OF OPELIKA
1706 TOOMER STREET
P.O. Box 786
OPELIKA, ALABAMA 36803-0786
(334) 745-4171

JOB OPENING NOTICE

DATE: July 18, 2023

- 1) CLASSIFICATION: Maintenance Mechanic
- 2) SALARY: \$13.41 to \$19.12 (DOQ)
Depending on Qualifications
- 3) RESPONSIBILITIES: See Attached or go to
www.opelikaha.org for job
description and application
- 4) PERSONS INTERESTED: Submit resume and/or application
with qualifications in writing to:
opelikaha@opelikaha.org

or via mail:

Human Resources
Opelika Housing Authority
P.O. Box 786
Opelika, Alabama 36803-0786

**APPLICATIONS ACCEPTED
UNTIL POSITION IS FILLED**
(Please No Telephone Calls)

THE HOUSING AUTHORITY OF THE CITY OF OPELIKA IS AN EQUAL OPPORTUNITY EMPLOYER. THE HOUSING AUTHORITY OF THE CITY OF OPELIKA DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, SEX, NATIONAL ORIGIN, RELIGION OR HANDICAP.

Job Description
Housing Authority of the City of Opelika,
Alabama
Maintenance Mechanic

Department: Multi-Family

Date: 7/18/2023

Reports To: Property Manager

FLSA: NE

Summary

Responsible for performing a variety of semi-skilled and skilled structural, plumbing, and electrical building maintenance work at Authority properties. Work involves repair and replacement of items such as windows, doors, gutters, cabinets, walls, ceilings, toilets, faucets, water lines, electrical outlets, and light fixtures. Also performs preventive maintenance tasks and grounds keeping tasks. Prepare records of work performed and supplies used. Periodically serve as worker on call for emergency calls during periods in which no one is scheduled to work, such as nights, weekends, and holidays.

Essential Job Functions

- A. Diagnose and correct routine maintenance needs in apartments, including work order requests
1. Unstop commodes and garbage disposals, repair and replace faucets, commodes, sinks, bath accessories, and water lines
 2. Replace circuit breakers, wiring, wall socket and switches, lights, and fans
 3. Replace appliances as needed and connect in accordance with manufacturer's requirements
 4. Install gas furnaces and heaters in accordance with manufacturer's specifications
 5. Perform a wide variety of carpentry work such as, changing-out countertops, re-hanging and adjusting doors, and repairing cabinets, as needed
 6. Paint and stain doors and cabinets, as needed
 7. Repair and finish drywall, as needed
 8. Repair and replace floors, tiles, ceilings, etc.
 9. Prepare vacant units for occupancy by inspecting apartments to determine whether maintenance work is needed, and either perform maintenance tasks or inform supervisor of findings, in accordance with established procedures
 10. Install and repair plumbing pipes and fixtures, such as toilets, sinks, drains, valves and controls
 11. Complete work orders by adding time and materials used and forwarding for keying into system in accordance with established procedures
- B. Perform general and preventive maintenance tasks on Authority buildings, grounds, and equipment, and prepare records; distribute notices
1. Repair and replace windows, doors, door frames, mailboxes, porches, clothes line posts, etc. as needed
 2. Replace furnace filters, light bulbs, and check smoke alarms
 3. Perform routine and preventive maintenance on equipment such as changing oil on carts, tractors, etc. check tires, fluid levels, etc.
 4. Receive and review written materials such as work orders and vacancy sheets
 5. Inspect units and check smoke detectors when performing work in units to determine maintenance needs and write up results
 6. Call in work orders, requisitions, and other forms and reports
 7. Clean common areas of building(s) and property management office in accordance with established procedures
 8. Accompany pest control contractor, as needed, check smoke alarms and fire extinguishers
 9. Distribute notices to residents, as needed

Maintenance Mechanic

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- C. Perform general grounds keeping tasks and trash/debris pick-up in order to maintain clean, neat appearance of properties operated by the Authority
1. Clean grounds of paper and debris using pick-up stick, rake or other appropriate tools
 2. Rake and bag leaves, as needed
 3. Cut up trees and limbs following storms
 4. Remove graffiti as needed
 5. Check storm drains and clean out as needed in order to avoid water back-up
 6. Observe conditions and report any unusual conditions, such as presence of strangers, disagreements among residents, or other situations that need attention
 7. Inspect hallways and common places, eliminate obstacles to free passage and assure that there is adequate lighting
 8. Mow lawns, prune trees and shrubbery to maintain grounds, as needed
 9. Fertilize grass and shrubs as needed, in accordance with instructions
 10. Drive truck through property as scheduled, picking up large items that have been discarded

Knowledge, Skills, and Abilities

1. Knowledge of the Housing Authority policies and procedures
2. Knowledge of the Uniform Physical Conditions Standards (UPCS)
3. Knowledge of the physical layout of the site properties
4. Knowledge of basic principles of building maintenance, including standard practices, methods, tools, and materials
5. Knowledge of general building maintenance including carpentry, electrical, and plumbing
6. Knowledge of local and state building codes, and OSHA work practices
7. Knowledge of safety rules, including accident causation and prevention
8. Knowledge of occupational hazards and appropriate safety precautions
9. Ability to communicate effectively orally and in writing
10. Ability to establish and maintain effective working relationships with supervisor, co-workers, residents, contractors, and the general public
11. Ability to understand oral and written instructions
12. Ability to read and write in English
13. Ability to drive assigned vehicles in order to pick up supplies, and drive to apartments
14. Ability to use hand and power tools for building and grounds maintenance
15. Ability to complete work order forms in accordance with established procedures
16. Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner
17. Ability to establish and maintain records, such as work orders and parts inventory
18. Ability to account for time and materials

Minimum Qualifications

High school diploma or GED certificate plus two years of building or apartment maintenance experience or an equivalent combination of training and experience. Vocational /technical training and experience preferred. NOTE: This job requires the incumbent to be periodically on call, 24 hours per day, and to maintain a working telephone.

Other: Valid Driver License
Ability to be insured under the Authority's vehicle policy

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, and some incumbents may perform some duties, which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.