

**JOB POSTING: OPEN UNITL NOON ON 12/3/21**

**Housing Authority of the City of Ansonia  
Maintenance Mechanic**

**Status:** Non-exempt

**Function:** The Maintenance Mechanic is a skilled position who performs basic activities in such classifications as: carpenter, electrician, plumber, mason and painter. The Maintenance Mechanic is also responsible for equipment maintenance including basic vehicle servicing. Each Maintenance Mechanic is assigned a site or portion of a site for which that individual has full responsibility for completion of all work orders, vacancy turn around, inspections of building and grounds and cleanliness of building and grounds.

**Supervision:** The Maintenance Mechanic is provided with direct supervision by the Deputy Director of Facilities Maintenance & Modernization. From time to time, a Maintenance Mechanic may be delegated supervisory duties for a crew of co-workers or be asked to receive supervision from another staff person.

**Essential Job Duties:**

- Performs carpentry work including: window and sliding door repair; replacement of locks; hanging of interior and exterior doors; repair or replacement of base trim, cove or millwork; repair or replacement of bathroom or kitchen cabinets; and repair or replacement of interior floor tile.
- Performs plumbing work including repair and replacement of faucet decks, repair or replacement of flushometers, replacement of sinks and toilets, re-seating of toilets and replacement of wax rings, cleaning and replacement of "P" traps, unplugging vertical and lateral waste lines, and minor repairs to valves such as re-packing or washer replacement.
- Performs electrical work including replacement of existing wall switches and outlets plates, resetting of breakers, replacing bulbs, globes other fixture housings and removal and replacement of the fixture itself. Also, replacement of smoke detectors and installation and replacement of signaling devices for the sensory-impaired.
- Cleans vacant units upon resident move-out or unit abandonment in preparation for the vacancy turn-over process, performs all work required to make a unit ready and cleans the unit after completion of all maintenance work for Property Manager acceptance of the unit.
- Performs minor masonry work including repairs to sidewalks, paving, steps and curbing. He or she will be required to repair and replace bathroom tile, regout and seal tub surrounds to obtain a water-tight enclosure.
- Replacement of defective floor tiles.
- Performs wall repair including repairs to wall coverings and preparation for paint or wall papering. Applies paint in a professional manner using brush, roller or spray painter.

- Snow removal and de-icing at all Authority properties on an as needed basis either during regular work hours or after hours when authorized.
- Inspects vacated units to determine repair requirements, materials required, and estimated turnover time for review by the Property Manager.
- Conducts safety inspections of all building, grounds and mechanical areas for their assigned development or portion of a development.
- Performs Preventive Maintenance tasks as directed.
- Performs all routine and seasonal maintenance on Authority mowers, snow blowers and tractors.

### **Secondary Job Duties:**

- Responds to “Main Duty” for Emergency Call Ins on a monthly basis and shall receive a stipend for each month on Main Duty as defined in the Collective Bargaining Agreement.
- Each Maintenance Mechanic is issued an Authority owned cell phone which he/she will carry and respond to requests while on duty or for emergency call ins.

### **Performance Criteria:**

The Maintenance Mechanic will be evaluated on his or her ability to perform the task delegated to them in an efficient and timely manner that is free from defect and waste of maintenance materials. Excessive call-backs to redo or complete partial work will be considered poor performance. Inability to complete unit turnover activities in a timely manner will be considered poor performance. Courtesy to residents and members of the general public is expected at all times. The ability to follow direction in the form of oral instruction or written procedure and to work with other staff in a cooperative manner is essential to good performance.

### **Qualifications and Skills:**

- Ability to read and write at the level of a high school graduate.
- Valid CT Driver’s License.
- Ability to read blueprints, shop drawings, specifications, schematics, and technical documents.
- Skill with a wide range of hand tools and power equipment such as drills, wrenches, hammers, pliers, electrical (Ohm) meters, saws, threaders, plumbing snakes, etc.
- Ability to repair and maintain simple gas motors such as those on mowers and snow-blowers.
- Knowledge of State and Local Code and HUD’s Housing Quality Standards (HQS).
- Ability to utilize basic computer software for maintenance programs.

## **Physical Requirements:**

Ability to perform physical labor which requires reaching to full extension, bending at the waist and knees, lifting at least fifty pounds without assistance, and a sense of balance sufficient for standing on a ladder of at least six feet in height for an extended time period. (New Hires will be required to take a medical exam after a job offer and prior to start of work at the Authority).

## **Experience and Education:**

Vocational training in one of the work classifications listed in the Section on Essential Job Duties; or

Two years of experience performing tasks identical to those in the Section on Essential Job Duties.

**Salary Range:** Determined in accordance with the AHA's collective bargaining agreement and annual AHA budget as approved by the AHA Board of Commissioners.

### ***The current Collective Bargaining Agreement includes:***

- *Comprehensive Medical, Dental & Vision package*
- *Connecticut Municipal Employees Retirement Fund B*
- *Life Insurance Policy*
- *Paid Vacation Leave after 6 months*
- *Uniforms Provided & Boot allowance*
- *Current hourly wage is \$26.75*
- *Contractual wage increase scheduled on January 1, 2022*