



## POSITION DESCRIPTION

Maintenance Mechanic	
Department: Facilities	Status: Regular Full-time, Non-Exempt
Reports to: Facilities Manager	Last Reviewed: December 2022
Titles reporting to this role: N/A	Next Review Date: March 31, 2023

### *Position Summary:*

Under the supervision of the Facilities Manager, the Maintenance Mechanic organizes, coordinates, and implements the operations of corrective and preventive maintenance for the Agency.

### **Essential Duties and Responsibilities**

Include the following, other duties as assigned:

#### *General Duties*

Perform preventive maintenance and troubleshooting to ensure the safety of all those inside the building. Additionally, complete all general building, apartment repairs, and janitorial projects, such as replacing defective equipment parts, lubricating shafts, replacing filters, cleaning units and common areas, and snow removal. Maintenance mechanic is required to adhere to all safety rules and training found in the agency-approved facilities manual.

#### *Team Management and Safety Procedures*

Responsible for staying updated regarding OSHA training as well as safety procedures and practices to ensure the best quality service.

### **General Requirements:**

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills testing. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to perform the essential functions.

### **Education/Experience:**

High School or GED or the equivalent combination of experience and education. Must be able to read and write at a 6th grade level.

### **Language Skills:**

Bilingual in Spanish preferred.

### **Computer Literacy & Knowledge Skills Abilities:**

Familiarity with computers optional. Must possess strong people skills, the ability to express him or herself clearly and effectively, superior interpersonal abilities, the ability to get along with diverse persons of different personalities. In addition, the employee must be tactful, mature and flexible and must possess good reasoning abilities, sound judgment, knowledge of methods used in general housecleaning as well as knowledge of tools, equipment and supplies used in janitorial work. Must have the ability to follow written and oral instructions and to carry out physical work.

**Mathematical Skills:**

N/A

**Operating Environment and Working Relationships:**

Works collaboratively and routinely with all areas of the Agency and staff. From time to time may be required to work on weekends and/or holidays. Must possess strong people skills, the ability to express him or herself clearly and effectively, superior interpersonal abilities, the ability to get along with diverse persons of different personalities. In addition, the employee must be tactful, mature and flexible and must possess good reasoning abilities, sound judgment; knowledge of methods used in general housecleaning as well as knowledge of tools, equipment and supplies used in janitorial work. Must have the ability to follow written and oral instructions and to carry out physical work.

**Decision Making Authority:**

Exercises discretion, independent judgment in executing tasks.

**License Requirements:**

Must have a valid Driver's License.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry 25lbs.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Disclaimer:**

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

**I acknowledge and understand that:**

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

**Employee Signature/ Firma de Empleado:** \_\_\_\_\_

**Date/ Fecha:** \_\_\_\_\_

