

**MANCHESTER HOUSING AUTHORITY
JOB DESCRIPTION**

The Manchester Housing Authority is a public housing agency funded by federal, state and local sources and by tenant rent payments. It is subject to stringent federal and state regulation. The Authority is an Equal Opportunity employer.

POSITION: MECHANIC I
REGULAR HOURS: 7:00 AM -400 PM with a 1-hour lunch (40 Hours/week)
FLSA: Non-Exempt

ESSENTIAL JOB FUNCTIONS:

The Authority operates and maintains public housing facilities for elderly, disabled and handicapped persons and scattered site housing for low income families, at various locations within the Town of Manchester. The Authority's Maintenance Department staff handles a wide range of interior and exterior maintenance tasks to repair and maintain the grounds and structures operated by the MHA, including the MHA headquarters and MHA Maintenance Department facilities.

The Mechanic I performs basic grounds-keeping tasks such as mowing, weeding, and policing the grounds for trash and debris; clearing snow and ice and applying salt, sand, ice-melt or similar materials to reduce weather-related hazards; cleaning, painting and basic repairs of housing units; and moving furniture and equipment as needed to accomplish such tasks. The Maintainer I assist employees who are designated as Mechanic II.

The Mechanic I operate various forms of mechanical equipment including hand tools, power tools, trucks, plows, snow blowers, sand- and salt-spreaders, and similar equipment.

The Mechanic I perform on-call emergency services for Authority tenants on a two weeklong rotation basis. When serving in the on-call capacity, the Mechanic I remain within forty-five (45) minutes' driving distance of Authority facilities so as to respond promptly to emergency calls.

The Mechanic I is in frequent contact with public housing tenants, including tenants with both physical and emotional disabilities, and must respond in a professional and non-discriminatory manner at all times.

The Mechanic I report to the Maintenance Supervisor, who reports directly to the MHA Executive Director. Either the Maintenance Supervisor or the Executive Director may require the performance of additional functions and duties in furtherance of the Authority's mission.

ROLE AND RESPONSIBILITIES:

- Completion of daily assigned work orders in a timely and professional manner.
- Perform minor building. Electrical, painting and plumbing repairs.
- Maintain accurate inventory levels for existing property inventory and equipment.
- Turn units in a timely manner: including painting, general maintenance and other tasks needed to get a unit "rent ready"

JOB REQUIREMENTS:

- Demonstrates ability to work independently demonstrates quality of work and follow defined procedures while following through completion of tasks to meet established deadline.
- Demonstrated ability to interact effectively and in a business-like manner with other staff, residents, service workers, and others.
- Exceptional Customer Service, highly motivated, positive attitude and attention to detail is required.
- Maintain a clean and safe work area in the garages and mechanical rooms.
- Ability to operate various forms of mechanical equipment including hand tools, power tools, trucks, plows, snow blowers, sand- and salt-spreaders, and similar equipment safely.
- Ability to analyze equipment failures and breakages and to formulate and carry out repair procedures.
- Ability to communicate clearly and accurately, both orally and in writing, with colleagues and supervisors, and with public housing tenants, including tenants with both physical and emotional disabilities.
- Ability to follow and implement MHA maintenance policies and procedures and to complete routine tasks with minimal supervision.
- Ability to prioritize workload.
- Physical: The Maintainer II must lift, carry, push and pull heavy equipment, furniture, and supplies; maneuver on and about Authority facilities and upon the grounds; drive trucks and trucks equipped with plows; and manipulate hand tools and power tools safely and effectively.
- Personal: The Maintainer II must work effectively with other Authority personnel in a cooperative manner aimed at completing tasks quickly and efficiently.
- Driver's license: A valid driver's license is required.

Ability to prioritize responsibilities under pressure and to carry out job functions in a timely and effective manner.

All Manchester Housing Authority job applicants must be prepared to undergo a criminal background check and testing for the use of unlawful drugs prior to and after employment.

Disclaimer: This job description is intended to describe the general nature and level of the work being performed and is not an exhaustive list of all duties and responsibilities. In addition, MHA management reserves the right to amend and change responsibilities and lines of reporting to meet business and organizational needs as necessary.