

**HOUSING AUTHORITY OF SAVANNAH  
1407 WHEATON STREET  
SAVANNAH, GA 31404**

**CLOSING DATE:** Open until filled

**TITLE:** MAINTENANCE MECHANIC

**SALARY:** \$31,678.40 (\$16.24 per hour 37 ½ hour week)

**TO APPLY:** SUBMIT APPLICATIONS TO: HUMAN RESOURCES OFFICE  
1407 WHEATON STREET  
SAVANNAH, GEORGIA 31404

**ALL APPLICATIONS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO AGE, COLOR, HANDICAP, NATIONAL ORIGIN, RACE, RELIGION OR GENDER**

**POSITION SUMMARY:**

The employee in this position performs a variety of skilled maintenance tasks in connection with repairs to and maintenance of buildings, grounds and equipment. Work involves knowledge of and skills in the areas of plumbing, electricity, carpentry, masonry, painting, refrigeration, heating, ventilation and air conditioning.

**ESSENTIAL JOB FUNCTIONS:** (An incumbent may/may not perform all of the following duties).

1. Installs and repairs windows, screens, doors, door frames and locks.
2. Installs and repairs cabinets and other wood equipment and fixtures.
3. Washes, scrapes, sandpapers and otherwise finishes surfaces prior to painting; mixes paints; applies paints and other finishes to building interiors and exteriors.
4. Performs planned and corrective maintenance of heating, ventilating and air conditioning equipment.
5. Installs floor tiles and ceramic tiles.
6. Maintains all sanitary sewer lines.
7. Repairs or replaces electrical outlets, wiring, switches, electrical covers, light fixtures, distribution panels, breakers and fuses.
8. Secures vacant units before and during vacancy preparation.
9. Performs masonry work such as patching cracked concrete and replacing broken mason blocks.
10. Develops material lists for assigned jobs and obtains materials and equipment to perform jobs.
11. Plans each workday to maximize productivity in accordance with the responsibilities of the job and instructions of the supervisors.
12. Provides on-call coverage as scheduled and required by the supervisor.
13. Assists in training other maintenance personnel.
14. Uses safety precautions at all times.
15. Performs related work as required.

## **REQUIRED KNOWLEDGE AND ABILITIES:**

1. Knowledge of the general operations and procedures of a Public Housing Agency (PHA).
2. Working knowledge and skill in plumbing, electricity, carpentry, masonry, painting, automotive repair, refrigeration, heating, ventilation and air conditioning.
3. Skill in the use and care of powered and non-powered tools.
4. Ability to understand and carry out oral and written instructions.
5. Ability to perform a wide range of building and equipment maintenance tasks independently and with minimum supervision.
6. Ability to establish and maintain effective working relationships with other employees, supervisors and the general public.
7. Ability to perform building maintenance tasks of varying difficulty with limited supervision.
8. Ability to work any emergency situation which affects Housing Authority residents and facilities.
9. Knowledge of the occupational hazards and applicable safety precautions of the assigned work.
10. Ability to work in hazardous and adverse conditions, as well as cramped quarters and high places.
11. Ability to follow oral and written instructions.
12. **HVAC-certified is greatly preferred**

## **PHYSICAL REQUIREMENTS:**

Ability to operate a variety of carpentry, electrical, and plumbing equipment, tools, and machines. Ability to work/inspect in wet, damp, hot, cold, or dusty places. Ability to stoop and kneel in order to gain access to work areas. Ability to work while standing for extended periods of time. Ability to move or carry objects or materials such as sinks, counter tops, solid core and metal doors, debris, floor tile, fan motors and other HVAC parts, etc. Ability to handle ranges and refrigerators using appliance hand trucks. Ability to lift objects up to 40 pounds from ground to over head.

## **MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE**

Graduation from High School or GED equivalent supplemented by technical level courses in mechanical, electrical, or building trades; 3 to 5 years of experience in the maintenance and repair of building structures, household appliances, plumbing fixtures, and heating and air conditioning equipment; or any combination of training, education and experience which provides the required knowledge, and abilities. Journeyman level skill in at least one trade required.

## **SPECIAL REQUIREMENTS**

1. Possession of a valid driver's license.
2. Able to be covered under the Housing Authority's fidelity bond.