

MEDINA METROPOLITAN HOUSING AUTHORITY
An Equal Opportunity Employer
JOB DESCRIPTION

Job Title:	Maintenance Mechanic
Supervisor:	Maintenance Manager
Normal Hours:	7:00 a.m. – 3:30 p.m. and adjusted as needed by the agency
Employment Status:	Full-time
FLSA Status:	Nonexempt
EEO Job Category:	08-Service/Maintenance
Positions Supervised:	None

Job Summary: Performs basic and advanced maintenance at MMHA owned and/or managed properties to meet or exceed goals and objectives. Provides excellent customer service.

Duties and Responsibilities:

- Completes work orders for routine, emergency and preventive maintenance.
- Prepares units for occupancy, including but not necessarily limited to cosmetic and mechanical work, e.g. basic plumbing, carpentry, plastering, electrical.
- Maintains interior common areas.
- Maintains grounds, including mowing, edging, etc.; litter abatement; parking lot repair; snow removal.
- Apprises supervisor and applicable staff regarding critical issues.
- Maintains resident/client and agency confidentiality.
- Provides excellent service to both internal and external customers.
- All other duties as assigned.

Skills and/or Experience:

- High School diploma or GED required; trade school and vocational training preferred; or any other combination of education and experience necessary to perform the essential job duties.
- Not less than one year experience in a similar position.
- Broad knowledge of, and skill and experience in applying the methods, sequences, materials, procedures, trade practices and techniques used to maintain and repair interior systems, structures, fixtures and appurtenances of housing units; skill and experience in the use of various power and hand tools and equipment necessary to complete the work; basic knowledge of, and skill and experience in plumbing, carpentry, plastering, painting, drywalling, custodial, and general building maintenance and repair methods.
- Knowledge of and ability to conform to common work practices, policies, procedures, etc. and to work independently; ability to read, write, and communicate effectively; ability to comprehend, interpret, and follow written and oral instructions, directions, etc. and complete the work to desired specifications and quality standards; ability to work well with others and function as a member of a crew; knowledge of and ability to follow safety policies, procedures, practices and regulations; ability to organize and plan the sequence of tasks necessary to complete job assignments; ability to identify and evaluate repair and material needs, and solve work related problems.
- Ability to pull and safely maneuver a utility trailer.

- Understanding of and commitment to excellence in customer service, for both internal and external customers.
- Must successfully undergo a criminal background check.
- Must possess a valid Ohio Driver's License and be acceptable to MMHA's automobile insurance provider.
- Must provide proof of eligibility to work in the United States.
- Must be able to deal with culturally diverse populations and perform within strict ethical standards.
- This position may require additional training and travel in order to meet performance expectations.

Inherently Hazardous and/or Physically Demanding Working Conditions:

- The work of this position necessarily involves some exposure to a variety of environmental conditions including fumes, odors, dust, dirt, heat, etc. Exposure to unfavorable health and safety factors in working conditions may be present due to the type of mechanical equipment used and the variety of functions performed. The position requires normal attention to tasks being performed and moderate to heavy physical exertion necessitating full and unrestricted body movements and use of all limbs and major muscle groups. This position requires the incumbent for frequent and/or prolonged periods to stand, bend, stoop, climb, crouch, reach, push/pull (up to approximately 80 lbs.) balance, lift (up to 80 lbs.), manipulate and grasp. Normal vision (particularly at close range) is required due to the fact that incumbent must exercise hand-eye coordination and operate motorized tools, equipment and vehicles.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. Employee signature below signifies review and understanding of the contents.

Executive Director/Approval Date _____

Employee Name (Signature) Date _____

Employee Name (Print)