

POSITION DESCRIPTION

Position Title: Maintenance Mechanic
Department: Planning & Community Development
Division: Housing
FLSA: Non-Exempt
Retirement: KPERS
Effective Date: July 8, 2014

GENERAL PURPOSE

This position is responsible for the care and maintenance of Planters II, the city's high rise housing project for lower income elderly and/or disabled residents. This is the largest city-owned structure and is operational 24 hours each day. This is the only Maintenance position in the department deemed necessary to respond to daily tenant work orders, monitor mechanical equipment, monitor utility and alarm systems and to perform maintenance tasks throughout the building including the Housing Authority office, common areas, lobbies, and public restrooms.

SUPERVISION RECEIVED

Works under the general supervision of the Housing Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed)

Monitors all mechanical systems including boilers, HVAC, hot water systems, alarm panel, elevators, sprinkler system, lawn irrigation, air handler units, exhaust fans, and notifies the appropriate contractor when items are not within specified tolerance.

Performs minor maintenance, replacement and repairs in the apartment (stove and oven elements, fan coil, filters, light bulbs, window systems, toilets, faucets, drains, and sheet rock repair)

Monitors all contractors for specification compliance for mechanic systems, lawn care, snow removal, trash removal and other contracts involving the care and maintenance of the facility.

Empties the trash compactor on a daily basis. Examines trash chute system and performs periodic maintenance to assure the system is in good working order. Un-jams the system or takes such other action as may be necessary to keep the system working.

Prepares vacated apartments for new occupants, to include: wall repair, patching nail holes, painting entire apartment, cleaning appliances (stove & refrigerator), carpet shampooing, contacting contractor for carpet replacement if necessary, cleaning, etc.

Picks up litter and trash from the premises and grounds daily or as needed. Ensure the property is free of weeds in the parking lots and along the sidewalks.

Responsible for ordering cleaning supplies and materials through the City's requisition process.

Responsible for ensuring an adequate supply of supplies/materials (toilets, sinks, hoses, toilet parts, light bulbs, paint, etc.) Responsible for the purchase of these supplies using the City's credit card process at local vendors.

Maintain accurate plot of all credit card purchases to be submitted to the Housing Manager, Department Director, and Finance Department. All credit card purchases are to be approved by the Housing Manager.

Inspects all apartments on an annual basis for compliance with Housing Quality Standards and performs housekeeping inspections on a monthly basis as directed by the Housing Manager. Completes and submits a written inspection report for each apartment to the Housing Manager.

Properly stores all chemicals and cleaning supplies in accordance with accepted safety procedures.

Properly receives estimates from vendors, according to the City's procurement policy, and submits estimates to the Housing Manager for approval.

Performs a variety of duties in the public use, common hall, office and public restroom areas of Planters II. These duties include scrubbing, sanitizing, vacuuming, dusting, mopping, waxing, buffing, sweeping, and washing such things as carpets, windows, walls, woodwork, blinds, floors, fixtures, furniture and other equipment and furnishings on a daily basis.

Perform snow removal of all sidewalk areas at Planters II, unless contracted out, to include salt/sand treatment and shoveling of snow. Perform lawn care duties (riding mower, push mower, and weed eater) in the event it is deemed necessary.

Treats tenants with respect and dignity at all times, even when the tenant is agitated with regard to problems associated with his/her apartment. Is considerate and patient with tenants at all times while cleaning common areas and public restrooms.

Operate the City truck for use to obtain supplies, materials, etc.

PERIPHERAL DUTIES

Answers phone calls received from contractors and vendors.

Answers emergency calls and respond after hours and on weekends and holidays. These calls may include emergency work order, snow removal treatment, fire, storm damage, etc.

Will serve as back-up for the Housing Assistant in the event of their absence and be responsible for janitorial duties of that position.

Other duties as assigned, such as assisting with tenant activities and functions, to include obtaining supplies for these functions, as needed.

May serve on various employee or other committees, as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or equivalent.
- (B) At least two years building or equipment maintenance experience.
- (C) Ability to effectively communicate orally and in written form with City staff and vendors.
- (D) Ability to willingly submit to training in specific maintenance functions.
- (E) Ability to learn complex repair processes.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of the basic principles of construction trades, mechanical systems and equipment maintenance.
- (B) Working knowledge of occupational safety and hazard protection precautions associated with building and equipment maintenance.
- (C) Knowledge of the basic tools and materials used in maintenance, cleaning, and repair.
- (D) Ability to interpret and work from plans, concepts, and verbal instructions.
- (E) Ability to work independently, without direct supervision.
- (F) Skill in thinking through a minor repair problem, skill in identification of problems requiring specialized help.
- (G) Skill in identifying the proper tool to use and using the tool appropriately to perform general maintenance and repair work.
- (H) Skill in development and maintenance of good working relationships with tenants, housing personnel, departmental personnel, other city employees, contractors, vendors and the general public.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

DESIREABLE QUALIFICATIONS:

Advanced training in building/construction or equipment maintenance trades and craft skills.
Associates degree from technical or trade school.

TOOLS AND EQUIPMENT

Motor vehicles, phone, hand tools, power tools (drill, saw, etc.), ladders, cleaning tools (buffer, vacuum, etc.), lawn mower, weed eater, snow blower, drain auger, copy machine, personal computer, 10-key calculator.

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 essential functions.

While performing the duties of this job, the employee is regularly required to walk or stand, use hands to finger, handle, feel or operate objects, tools, or controls and bend, stoop and reach with hands and arms. The employee frequently is required to drive a motor vehicle and sit. The employee is required to hear and speak on a frequent basis.

The employee must regularly lift and/or move up to 50 lbs. and occasionally lift and/or move 50 to 100 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee regularly works in and out of the weather with trips between vendors and the Housing Department. Within the facility the employee is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is occasionally noisy.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written/practical examination or other job-related tests, oral interview; final selection; reference check; background investigation; and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL AUTHORITY:

Department Head

Date

HR Director

Date