

AURORA HOUSING AUTHORITY

Job Title: Maintenance Mechanic I

FLSA Status: Non-Exempt

Reports to: Director - Maintenance

Supervises:

Department:

Position Summary: The Maintenance Mechanic I is responsible for maintenance and repair of the interior/exterior of all AHA buildings, facilities and grounds.

Essential Functions:

- Inspects properties at regular intervals to determine needed repairs
- Makes electrical, plumbing and heating repairs
- Performs carpentry, painting, masonry, roofing, tiling, locksmithing, and other mechanical work
- Maintains and cares for landscaped areas
- Removes snow and clears all sidewalks and parking lots
- Safely and efficiently operate equipment including but not limited to mowers, blowers, hedgers, snow blowers, vacuums, buffers/scrubbers and various other hand and power tools
- Establishes and maintains and inventory of supplies and equipment
- Repair and paint units as tenants move out and made ready for showing
- Estimates materials required for repairs
- Assists other maintenance employees as necessary to assure the safe, efficient completion of work
- Analyze situations and identify problems and offer solutions
- Ability to read and understand directions and carry out duties with minimal supervision
- Responding to calls for off-shift, weekend or holiday emergency maintenance coverage as required
- Perform other duties as assigned

Success factors/job competencies:

- Thorough knowledge of materials, tools, techniques and terminology used in the maintenance of buildings
- Excellent interpersonal and communication skills
- Planning – ability to think ahead and plan over a one-to two-year time span
- Time Management – multitask and organize multiple priorities
- Commitment to company values

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those which 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.

- **Physical demands:** While performing duties of job, employee is required to stand; walk; sit; bend; carry; climb; kneel; use hands to finger, handle or feel objects, reach, hold and/or grip objects tools or controls; reach with hands and arms; talk and hear. Employee must routinely lift and/or move up to 40 pounds and up to 80 pounds on occasion. Must be able to safely and efficiently operate mowers and snow plows (walk behind and/or ride on), in addition must operate lawn trimmers, blowers, sprayers and spreaders. As weather dictates employee must be able to shovel snow in addition to using snow removal equipment. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- **Work environment:** Both indoor and prolonged outdoor working environment with exposure to extreme weather conditions found in the Aurora, IL area including dust and pollen. May be exposed to extreme noise, cramped spaces, poor lighting and ventilation.

Office use only:

Approval/revision date: _____ By: _____ Title: _____

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Qualifications Required:

- High School Diploma or GED equivalent and three years' experience in general building maintenance
- Must possess a valid Illinois driver's license
- Must be able to pass a criminal background check
- Must be able to pass a drug test

Performance standards:

- Annual performance appraisal
- Attainment of annual goals established between supervisor and employee

Office use only:

Approval/revision date: _____ By: _____ Title: _____