

Housing Authority of the City of East St. Louis

Job Announcement

MAINTENANCE MECHANIC NEEDED!

General Statement of Duties:

Performs all major, emergency, and preventive maintenance activities, including but not necessarily limited to the following:

Reports To: Property Manager

Supervises: This is not a supervisory position.

Key Duties

1. Patch and/or replace walls and ceilings damaged by leakage, breakage, etc.
 2. Repairing, installing windows, screens, doors, storm doors, caulking, railings, vents, siding, gutters, downspouts and roofing.
 3. Repair or replacement of plumbing fixtures, such as sinks, commodes, water valves and pipes.
 4. Unclog bath or kitchen fixtures and drain or sewer lines.
 5. Preparation and painting of interior and exterior areas.
 6. Repairing and cleaning stoves, refrigerators, furnaces, hot water tanks, air conditioners, and other mechanical equipment or appliances.
 7. Repair or replacement of light fixtures, switches, receptacles, circuit breakers, fans, and other electrical apparatus.
 8. Maintain, repair, and/or replace gas or electrical residential heating and cooling equipment including filters, controls, and blower motors.
 9. General grounds maintenance including trash removal, lawn and weed cutting.
 10. Repair and installation of locks, interior cabinets, medicine chest, shelves, flooring, base molding, shades, curtain rods, and any related hardware.
 11. Complete vacant unit preparation, including tear-out and preliminary and final cleaning.
 12. Performs other duties as assigned.
 13. May be assigned tasks from the Maintenance Specialist Job Description, to the extent deemed qualified by the Property Manager if the Maintenance Mechanic does not believe his/her skills are adequate, he/she must so inform the Property Manager.
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Performance Standards:

- Attendance is reliable; leave does not exceed the amount permitted, the employee has no unexcused absences.
 - Employee takes all appropriate safety precautions to avoid on-the-job accidents, and immediately notifies supervisor of all safety hazards.
 - Employee is available to respond to after hour emergency conditions as needed.
 - Work orders are completed and repairs are made in a timely manner. Emergency repairs are expedited and completed within 24 hours, where all necessary tools, parts and/or equipment needed to perform the tasks have been provided.
 - all equipment, parts, tools, etc. are secured daily and kept clean and in good condition.
 - Demonstrates adequate knowledge of techniques, methods, materials, and equipment used in plumbing, carpentry, heating, electrical, and other household repairs.
 - The employee demonstrates good resident relations skills.
 - Documents (time sheets, work orders, etc.) are prepared properly and submitted (turned in, closed out, etc.) on a timely basis.
 - Must wear appropriate uniform, identification, and steel-toe shoes daily.
 - Must be able to operate and properly care for:
 - a. Motor vehicles (trucks or autos).
 - b. Push and riding mowers, trimmers, weed eaters, and etc.
 - c. Hand and yard tools, including hammer, screwdrivers, saw, knife, level, drill, and wrenches, etc.
 - d. Sewer rooting equipment up to ½ horsepower – 8” diameter.
 - e. Painting equipment including roller, brush and spray techniques.
 - f. Key cutter, shade cutter, sprayer, post hold digger, pump, etc.
 - g. Maintain written records of work performed and materials used.
 - h. Assist management personnel, as requested, including:
 - Distribution of notices
 - Inspections
 - Keeping shop clean and organized
 - i. Attend special training programs, as available.
 - j. Such other related duties as may be required including temporary assignments.
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Qualifications

Education: Requires a high school diploma or GED.

Trade school diploma/certificate desirable.

Experience: A minimum of three (3) years experience and/or certified training in maintenance repair activities preferred. A minimum of three (3) years experience in building maintenance activities may be required.

Other

Requirements: **Must** have a valid Driver's License.

Salary: See agreement with Service Employees' International Union, Local 73. (Non-Exempt) in the Human Resources Department

Submit Resume & Cover Letter to:

HR Department

East St Louis Housing Authority

700 North 20th Street

East St Louis, IL 62205

You may apply within or apply online at www.eslha.org

This posting is open until filled.
