

## **Butler Metropolitan Housing Authority has openings for Mechanic I.**

### **JOB SUMMARY:**

Responsible for the timely and effective completion of all work orders assigned.

### **QUALIFICATIONS:**

High School Diploma or equivalent with six months of maintenance experience.

### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid State of Ohio driver's license and show evidence of personal vehicle insurance with adequate liability protection.

### **ESSENTIAL FUNCTIONS OF TILE POSITION:**

1. Perform grounds maintenance duties as directed, including but not limited to lawn mowing, weed control, snow removal, litter control, and dumpsters condition.
2. Perform janitorial duties as required.
3. Paint apartments as directed.
4. Notify the Maintenance Supervisor as to disabled inoperable vehicles, broken glass, torn screens and/or residents with debris/junk outside their unit. Daily inspection of assigned vehicle and upkeep of mileage log.
5. Perform minor maintenance repairs as directed.
6. Complete work orders as directed.

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Attends workshops or seminars related to duties performed.
2. Responsible to perform other duties as assigned.

### **BASIC KNOWLEDGE OF:**

Lead based paint/asbestos awareness and safety procedures; basic HVAC, electrical, plumbing, and residential carpentry procedures; proper lifting techniques; public relations; workplace safety.

### **ABILITY TO:**

Handle confidential information with tact and discretion; carry out basic written, oral or pictorial instructions; perform moderate to heavy lifting; complete routine paperwork; perform duties outside in adverse weather conditions (i.e. extreme heat or cold).

**EQUIPMENT OPERATED:** hand and power tools including lawn equipment, power saws, sewer equipment, snow removal equipment, door bore kits, chain saws, ladders, buffers, janitorial equipment.

**Salary range - \$31,220.80 – \$36,233.60 per year**

Benefit package includes: Medical, Dental, Vision and Life insurance coverage, discount YMCA membership; paid vacation, sick and personal time; participation into the Ohio Public Employees Retirement System; Ohio Deferred Compensation program; 11 paid holidays per year; company provided uniforms and servicing.

Applicants may apply via fax 513.896.9381, email to [mveal@butlermetro.org](mailto:mveal@butlermetro.org); website [www.butlermetro.org](http://www.butlermetro.org); mail or in person to the address listed below.

Butler Metro Housing Authority  
Attn: Human Resources Director  
4110 Hamilton-Middletown Rd  
Hamilton, OH 45011-6218

**Minorities and veterans are strongly urged to apply**

**NO PHONE CALLS WILL BE ACCEPTED**

**BMHA is Equal Opportunity Employer**