BUTLER METROPOLITAN HOUSING AUTHORITY

An Equal Opportunity Employer

POSITION DESCRIPTION

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Position Title: Mechanic II Name of Incumbent:	Dept./Division: Position Number:	Maintenance
Reports To: Maintenance Supervisor	Employment Status:	Full-time
Pay:	FLSA Status:	Non-Exempt
Probationary Period: See Union Contract/Personnel Policy	Normal Hours:	8 Hours

JOB SUMMARY:

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

QUALIFICATIONS:

High School Diploma or equivalent with six months to one (1) year of janitorial experience and custodial methods and techniques.

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 apartment maintenance work as assigned.
- 2. Complete work orders as directed.
- 3. Perform appointing and janitorial duties as assigned.
- 4. Perform ground maintenance duties as directed, included but not limited to lawn mowing, weed control, snow removal, and litter control.
- 5. Notify the Maintenance Supervisor as to disabled/inoperable vehicles, broken glass, torn screens and/or residents with debris/junk outside their unit.
- 6. As required, test generators weekly, check interior/exterior lights/intercoms for proper operation.
- 7. As required, maintain all maintenance and public areas.

- 8. As required, daily inspect equipment rooms for water leaks, etc
- 9. Assist in inventory control.

OTHER DUTIES AND RESPONSIBILITIES:

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

GENERAL KNOWLEDGE OF:

Lead based paint/asbestos safety procedures; basic HVAC, electrical, plumbing, and residential carpentry procedures; UPCS 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 drills, ditch diggers, electrical testers, cutters, sewer equipment, threaders, gas detectors, lawn mowers and refrigeration equipment.

POSITIONS SUPERVISED: N/A

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Employee Signature)

(Date)