



115 Scranton Avenue
Falmouth, MA 02540
Tel: (508) 548-1977 Fax: (508) 457-7573
www.falmouthhousing.org

JOB DESCRIPTION

Job Title: Maintenance Mechanic/Laborer
Full Time (40 hours per week, Salaried, Exempt)
Part Time (hours as assigned, Salaried, Exempt)
Responsible To: Executive Director

I. The Mission of the Falmouth Housing Authority

The Falmouth Housing Authority is committed to ensuring safe, decent and affordable housing by working cooperatively with community, state, federal and local officials. The Falmouth Housing Authority (FHA) always endeavors to make the best use of all available resources so our residents and participants can live in an atmosphere of dignity and respect, free from discrimination.

II. Job Statement

This is a union position. The purpose of the Maintenance Mechanic/Laborer is to support the mission of Falmouth Housing Authority in a wide range of activities. Work involves the performance of diverse skilled and semi-skilled duties in connection with the maintenance of, and repairs to, buildings and grounds. This includes, but is not limited to, skills found at the journeyman level of carpentry, plumbing, painting, HVAC systems, and electrical work. Grounds maintenance, including landscaping and snow removal, is also required. An incumbent is expected to have knowledge of, and manual skills in, repairing plumbing and heating valves and pipes, electric switches, stoves and refrigerators, mechanical equipment, windows, doors and other wood materials. Working under hazardous and/or adverse conditions, weather and/or job location related, occasionally required.

III. Job Description

Objective A – Program Activities

The below statements are intended to describe the general nature and scope of work being performed by this position. Management and employees must also refer to the AFCME Union Contract for additional guidance. This is not a complete listing of all responsibilities, duties and/or skills required. **Other duties may be assigned.**

1. Independently performs a wide range of building and grounds repairs and maintenance functions calling for physical exertion frequently. Work orders may be presented to employees through the tenant or office administration; work orders must be completed within an assigned period of time.
2. Repairs plumbing fixtures and pipes such as, but not limited to: toilets, sinks, drains, valves and controls.
3. Digs ditches and holes, including to uncover leaks, and once found, repairs leaks.
4. Troubleshoots HVAC and other mechanical issues.
5. Repairs or replaces electrical switches, outlets, lighting fixtures, circuit breakers, fuses, etc.
6. Replaces controls/switches on electric ranges and performs minor electrical work on refrigerators.
7. Cleans/washes, repairs (including sheetrock), paints, and prepares vacant units for occupancy.
8. Installs appliances such as, but not limited to: refrigerators, stoves, dishwashers
9. Repairs items such as, but not limited to: windows, doors, doorframes, locks and mailboxes.
10. Removes trash, debris and performs general upkeep and sanitization of buildings.
11. Removes snow as needed and provides salting/anti-slip treatments, as needed.

12. Performs landscaping work such as, but not limited to: hedge trimming, grass mowing, raking, brush and tree limb removal, and other related work.
13. Performs rotating on-call as scheduled. Secures coverage for times when unable to fulfill on-call assignment.

Objective B – Operational Excellence

1. Initiate/return phone calls, e-mails and letters within required time frames.
2. Maintain a high level of daily productivity.
3. Ability to maintain confidentiality, safeguard sensitive information and adhere to Federal Privacy Act.
4. Manage several tasks at once, anticipate and identify problems putting forward solutions that are creative, innovative and flexible.
5. Monitor and accurately interpret rules and regulations relating to the maintenance management of housing authority programs; work effectively with people representing diverse cultural and ethnic backgrounds; communicate clearly and effectively; orally and in writing; establish and maintain effective working relations with other staff, participants, vendors, and community organizations.
6. Ability to identify issues/concerns and direct them to appropriate personnel as required.
7. Attend trainings, workshops, and educational opportunities, as assigned.
8. Continuously provide excellent customer service and support

Supervision

The incumbent receives only general supervision from Maintenance Director, Assistance Director or Executive Director. The incumbent carries out work assignments after being provided with a work schedule, determining own work methods and techniques for accomplishing assigned tasks in an efficient and cost-effective manner. The assigned Supervisor spot checks work while in progress and upon completion for acceptability. An incumbent may provide work direction and guidance to laborers, aides, or subcontractors, but generally works independently and exercises a great deal of independence of judgment in resolving problems in the act of maintaining and repairing buildings, grounds, and related equipment/accessories.

Minimum Requirements

- Considerable knowledge of building construction and maintenance principles, practices and techniques
- Working knowledge of procurement and storage practices
- Ability to make complex arithmetical computations
- Ability to meet and deal with others, such as tenants and organizations of tenants, where there are likely to be sensitivities
- Good visual ability, especially in the inspection of all types of spaces and appurtenances under hazardous conditions: cramped quarters, cold, heat and other adverse conditions.
- Ability to issue clear and concise oral and written instructions
- Clean driving record

Physical Requirements

- Ability to tolerate sustained periods of walking, standing, sitting
- Ability to speak and hear
- Ability to kneel, bend and carry items
- Frequent use of company-assigned phone use required
- Ability to use computer, tablet and cell phone
- Ability to perform repetitive movements

Work Environment

- The functions of this role are conducted primarily outside of an office environment. Most work to be performed in a tenant's unit and in the common and secured areas of the residential properties within the portfolio.

AAP/EEO STATEMENT

FHA is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

- It is also the policy of FHA to take affirmative action to employ and to advance in employment, all persons regardless of their status as woman, minority or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.
- Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

Please note this job description is not designed to cover or contain an exhaustive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

- Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____

Date _____

