

# HOUSING AUTHORITY OF DANVILLE

## POSITION DESCRIPTION

### MAINTENANCE AIDE (Maintenance Mechanic Assistant)

#### CHARACTERISTICS OF THE CLASS:

The incumbent of this class performs unskilled and semi-skilled maintenance and repairs tasks on buildings, apartments, grounds and equipment. He/she is required to demonstrate rudimentary knowledge of basic heating, carpentry, painting, plumbing and electricity, in the performance of responsibilities.

#### EXAMPLE OF DUTIES:

An incumbent may be required to perform all the following duties:

1. Performs minor maintenance and repair tasks to heating/cooling and boiler systems such as drainage expansion tanks, cleaning burners, checking water levels, sealing pipe joints, changing filters, etc.
2. Performs minor plumbing tasks such as replacing or changing faucets, washers, stems, seats, etc., and repairing toilets by changing tank bulbs, overflow tubes, guide wires, etc.
3. Performs minor electrical tasks such as changing out or resetting circuit breakers, changing plate covers on switches and outlets, replacing light bulbs, globes, receptacles, fixtures, etc.
4. Repairs window glass and hardware.
5. Performs routine maintenance and repairs to buildings, furniture and fixtures.
6. Performs pest-control tasks to control insects and rodents.
7. Performs floor-tile patching installation by removing the old tile, scraping down the floor surface to remove old cement, applying cement or glue to the floor surface and then laying the tile properly.
8. Performs minor building and grounds maintenance and repairs using such tools and equipment as common hand tools, glass cutters, wrenches, pipe cutters, drain augers, shovels, rakes, lawnmowers, snow blowers, caulking guns, trowels, etc.
9. Clears snow and ice from buildings and grounds by shoveling, operating a snow plow, snow blower, etc., to ensure tenant safety.

10. Assists in moving heavy objects such as refrigerators, stoves, etc.
11. Performs maintenance of grounds by cleaning up debris, mowing lawns, raking grass and leaves, trimming shrubs and trees, etc.
12. Performs Housekeeping Inspections to include Move-In, Pre-Move Out, Move Out, Housekeeping and grounds as required.
13. Perform meter reading for utilities.
14. Performs other related duties of the class, as required.

C. SUPERVISION RECEIVED:

The incumbent of this position receives work direction and guidance from the Housing Manager or a maintenance mechanic on work associated with the maintenance and repairs to buildings, apartments, grounds and equipment.

D. SUPERVISION GIVEN:

No supervision is normally given but incumbent occasionally may furnish work direction to other assistants/laborers/grounds-keepers in the temporary absence of a supervisor or team leader.

E. KNOWLEDGE, SKILLS AND ABILITIES:

An incumbent may be required to possess all the following qualifications:

1. Very basic understanding of heating, plumbing and electricity.
2. Knowledge of materials and equipment used in building and ground maintenance.
3. Skilled in the use of hand tools and equipment generally used in building and grounds maintenance.
4. Ability to perform basic maintenance and repairs of buildings, grounds and equipment.
5. Ability to perform minor heating and plumbing repairs.

6. Ability to operate a snow plow.
7. Ability to operate grounds keeping equipment.
8. Ability to perform pest-control duties.
9. Ability to operate motor vehicles (pick-up truck and small dump truck).
10. Ability to follow oral and written instructions.
11. Ability to lift heavy objects.
12. High school diploma or GED.
13. Valid Kentucky driver's license.
14. Ability to complete paperwork and computer data as required.

Wage Range \$9.85 - \$16.50