

HOUSING AUTHORITY OF THE COUNTY OF CHESTER



30 West Barnard Street, Suite 2
West Chester, PA 19382
Phone 610-436-9200 * Fax 610-436-9203
www.haccnet.org

HACC Position: Maintenance Mechanic

Type: Full Time

Start Date: Immediately

Reports to: Director of Public Housing and Repositioning

Housing Authority of the
County of Chester

"On the Road to Excellence"

Public Housing
Housing Choice Vouchers
Family Self Sufficiency
Homeownership

Job Summary:

The Maintenance Mechanic is responsible for the preventative, routine, and emergency maintenance of the HACC properties in accordance with Federal, State, and local rules and regulations also in compliance with Housing and Urban Development (HUD) guidelines.

Board of Commissioners

Patrick Bokovitz, Chair
Louis J. Beccaria, Co-Chair
Theodore F. Claypoole, Treasurer
Donnell Sheppard, Secretary

Duties and Responsibilities:

- Completes emergency work orders within 24 hours. Emergency work orders are anything that poses an immediate threat to life, facilities, health and/or safety of residents and/or Agency property. This includes, but is not limited to, gas leaks, inoperable smoke detectors, flooding, loss of power, loss of air conditioning in elderly buildings, clogged toilets (units with one full bathroom), and entrance door not operable.
- Completes routine work orders within the established time. Routine work includes, but is not limited to, lawn and ground maintenance, and general maintenance in the units.
- Facilitates scheduling and completion of Preventative Maintenance work orders consistent with the established program standards.
- Submits general paperwork within 48 hours of work order completion. This paperwork is related to the maintenance work order planning and management, including recording start and stop times for each call, completion of work order details.
- Provides the Director of Public Housing with information regarding maintenance related indicators for the Public Housing Assessment System to achieve and maintain high performer status.
- Performs related work required or assigned by The Director of Public Housing.

Solicitor: Vincent T. Donohue
Lamb McErlane, P.C.

Executive Director
Paul Diggs

Experience:

- Experience in performing general maintenance related work associated with the maintenance of apartments and commercial buildings.
- 2 years of technical training in addition to experience preferred.
- Capacity for lifting (minimum 50 lbs.), climbing (ladders, stairs etc.), bending, extended periods of walking, regular exposure to weather conditions, operating power, and hand tools, and operating a motor vehicle.
- Computer knowledge
- High School Diploma or GED

Additional Requirements

- A valid Driver's License
- Have and maintain a good driving record.