

HOUSING AUTHORITY OF THE COUNTY OF CHESTER



30 West Barnard Street, Suite 2

West Chester, PA 19382

INTERNAL JOB POSTING

OPEN POSITION # 1

Position Title: Maintenance Mechanic
Department: Maintenance
Status: Full time position
Salary Range: \$30k-\$40k
Posting Date: April 17, 2019
Closing Date: April 24, 2019

PRIMARY PURPOSE: The Maintenance Mechanic Liaison is accountable to the Asset Manager for the effective execution of maintenance work on HACC properties in a timely manner and in conformance with established HACC policies and procedures and applicable Federal, State and Local rules, codes and regulations. The Maintenance Liaison performs or is responsible for maintenance work in the general areas of repairs, skilled and unskilled labor and mechanical work on an as-applicable basis.

- NATURE OF WORK:** Prepares and performs Emergency, Urgent, Unit Preparation, Routine, Preventative Maintenance and general work orders, Abates emergency work orders (within 24 hours) Defined as work orders that pose an immediate threat to life, facilities, health and/or safety of residents and/or Agency property. Samples of emergency work orders include: fire of any nature; gas leaks; oil spills; missing or inoperable smoke detectors; broken water supply line(s); electrical fault with visible sparks or overheating; dangerous structural hazard; complete loss of electrical power; loss of air conditioning in elderly buildings; sewer back up; main entrance door release not operable (high-rise); elevators not operating properly; flooding; clogged toilet (units with one full bathroom); and entrance door not operable, General paper work related to maintenance work order planning and management including the recording of start and stop times for each call, completion of work order details including materials used. Purchase materials as needed consistent with established policies and procedures

ACCOUNTABILITIES: This position will report directly to the Asset Manager.

Housing Authority of the
County of Chester

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HOPE VI

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Theodore F. Claypoole, Secretary

QUALIFICATIONS

Education:

- **Experience:** Three (3) or more years experience in performing general maintenance related work associated with the maintenance of apartments and commercial facilities. Prefer two (2) years of technical training in addition to experience.

Please submit interest to the Director of Administration via email at djohnson@haccnet.org.