

HOUSING AUTHORITY OF THE COUNTY OF CHESTER



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Housing Authority of the
County of Chester

"On the Road to Excellence"

Public Housing
Housing Choice Vouchers
Family Self Sufficiency
Homeownership
HOPE VI

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

Executive Director
Dale P. Gravett

HACC Position: Maintenance Mechanic

State of Pennsylvania Civil Service Position: N/A

Type: Full-Time

Number of Positions: One (1)

Effective date: June 2019

Reports to: Asset Manager

Positions reporting to this one: None

Position Description/Job Summary:

The Maintenance Mechanic 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. Under the supervision of the Asset Manager, the Maintenance Mechanic works in coordination with the Assistant Asset Manager to perform routine and preventative maintenance duties as assigned. The Maintenance Mechanic performs maintenance liaison work on behalf of the Asset Manager with third-party contractors. The Maintenance Mechanic is responsible for performing administrative work and for using HACC's computer software work order system. All work orders completed by the Maintenance Mechanic are to be performed in conformance with established maintenance standards, budgets, timelines, HACC policies and procedures and HUD guidelines. All work is performed with the utmost safety precautions in mind and in a manner respectful of HACC residents.

All work and work plans are to be completed in a manner consistent with achieving and maintaining HACC as a high performer under the Department of Housing and Urban Development (HUD) Asset Management model and overall performance indicators of MASS and its successors and compliant with all Grants and funding stakeholders covenants and regulations.

Duties and Responsibilities:

Work involves a variety of property maintenance and administrative functions.

Property Maintenance Functions include but are not limited to:

1. Timely and efficient performance of the maintenance operations of HACC within the policies and procedures for the handling and disposition of routine, planned, preventive maintenance, emergency, inspection, vacant unit turn and general work orders consistent with established timelines according to HUD's Public Housing Assessment System (PHAS) requirements, Public Housing Maintenance Guidebooks (PIH Notice 95-66, dated October 26, 1995), Uniform Physical Condition Standards (UPCS) (24CFR Parts 5 et al), applicable State and Local standards and industry best practices.
2. Assists the Asset Manager with the physical aspects of Asset Management of the properties including preventative maintenance planning, assistance with physical inspections contractor oversight, physical needs assessments and Capital Improvements projects (ordinary and extraordinary) as assigned.

Examples of Work Performed:

- 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.
- Corrects or abates Urgent work orders within 48 hours. Work orders include items that, if not repaired, pose potential threat to life, facilities, health and/or safety of residents. Samples include refrigerator not working or broken window.
- Completes routine work orders within established time periods/work plans. Routine work is classified as work orders that are not

emergency, urgent, or preventive. Samples include lawn maintenance, repair screen door, grounds maintenance - keeping grounds free of trash and debris, paint occupied unit, change air conditioning filter, general maintenance in unit and unscheduled Preventative Maintenance.

- Facilitates scheduling and completion of Preventative Maintenance (PM) work orders consistent within established PM program standards.
- Supervises the daily use of maintenance equipment and ensures their upkeep and accountability. Accountable for maintenance equipment used or assigned in the performance of routine and extraordinary work.
- Performs related work as required or assigned by supervisor.

Administrative Functions include but are not limited to:

1. General paperwork 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.
2. Monitor work for consistency with established standards and conformance with HUD's PHAS-MASS (and its successor systems) to achieve and maintain high-performer status.
3. Review and assist in the preparation of physical needs assessment documentation and obtainment of associated pricing information.
4. Inform the Asset Manager of any malfunctions of warranted work including routine and extraordinary work performed by contractors including but not limited to Capital Improvements Contracts, Energy Performance Contractor, Physical Inspection's Contractor and PM related contracts; purchased vehicles, furniture and/or equipment.

Examples of Work Performed:

- Organizes all work and completes an accurate work order ticket. Submits all paperwork within 48 hours of completion of each day's work and ensure the computer system is accurately updated accordingly on a perpetual basis. Obtains and records on work order tickets from subordinates. Communicates appropriate

purchase order numbers to applicable vendor(s) when purchasing job-related parts and supplies.

- Assists Asset Manager in the timely production of PHAS-MASS information for maintenance related indicators. Routinely monitors work associated with MASS (and its successor systems) to achieve and maintain high-performer status. Reviews and assess the work order records to determine the timeliness of completion as required by HUD.
- Performs procurement actions as defined by HACCs Procurement Policy and Procedures for assigned areas of responsibility. Assists the Asset Manager with contract administration on all procured contractors in assigned area of responsibility consistent with the contract administration requirements of 24 CFR 85.36 and HACCs Procurement Policy and Procedures.
- Produces content as requested by the Asset Manager for Management and Board reports. Prepares periodic reports as needed for internal and external reporting as required.
- Responsible for the integrity of property maintenance related software modules in the Elite System.
- Attends staff meetings, performs work to meet established goals and objectives consistent with HUD rules and regulations to achieve and maintain properties at the highest possible level of repair and cleanliness and to achieve high-performer status under HUD's PHAS-MASS and its successor systems.
- Conducts themselves consistent with HACC Personnel Policy.
- Performs related work as required or assigned by supervisor.

Knowledge, Experience and Training:

- 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.
- Knowledge of Federal, State and Local maintenance and building codes, laws and regulations. Ability to interpret and administer rules, regulations, and procedures relating to property maintenance.

- Capacity for Lifting (minimum of 50 lbs.), Climbing (ladders, stairs, etc.), Bending or stooping, Extended periods of walking, Regular exposure to weather conditions, Operating a motor vehicle, Operating power & hand tools.
- Ability to express ideas clearly and concisely, orally and in writing and to perform work free from material errors. Ability to plan, organize, maintain and monitor the management of housing authority records and reports for compliance with HUD regulations and HACCs administrative policies and to establish and maintain effective working relationships with superiors, residents and contractors.
- Computer Experience
- High School Diploma or GED

NECESSARY SPECIAL REQUIREMENTS

Must possess a valid state Driver's License
Must have and maintain good driving record