

## MAINTENANCE MECHANIC

The Superior Housing Authority is currently accepting applications for the position of Maintenance Mechanic.

Come join a team of committed, compassionate, and performance driven group of individuals that strive to make a difference in the community.

This is a full-time position with competitive pay, plus up to \$30,000 annual benefit package which includes: Health, Life, AD&D insurance; and State pension with employer matching contribution. Additional benefits include: vacation, sick, personal leave and eleven paid holidays.

Brief job description includes: maintains all aspects of properties including, but not limited to, grounds, sidewalks, driveways, common areas, exterior and interior of residential and common buildings, and all mechanical and electrical equipment at all public, private and new development housing units. Install, repair and maintenance of appliances and carpentry is essential. A full job description and minimum job requirements are available on our website at [www.superiorhousing.org](http://www.superiorhousing.org).

If you would like to join our team submit your cover letter, resume, and your salary expectation to: Rhonda Berg, Confidential Office Manager, Superior Housing Authority, P.O. Box 458, 1219 North Eighth Street, Superior, WI. Deadline is 12:00 p.m., Wednesday, August 10, 2022.

The Superior Housing Authority is an equal opportunity employer. Women and minorities are encouraged to apply.

**SUPERIOR HOUSING AUTHORITY  
OF SUPERIOR  
JOB DESCRIPTION**

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**Title:** Maintenance Mechanic  
**Department:** Maintenance  
**Reports To:** Working Foreman  
**Prepared Date:** October 11, 2019

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**SUMMARY:**

The Maintenance Mechanic is a skilled maintenance worker, directly overseen by and reporting to the Working Foreman. Responsible to perform emergency, special, preventive maintenance and routine plumbing, electrical and HVAC systems. May also be assigned to a Site as a skilled technical maintenance employee. Troubleshoots and solves complex maintenance problems. All maintenance work is to be accomplished in accordance with the Superior Housing Authority's Policies and Procedures.

**DUTIES:**

Responsible to maintain grounds, sidewalks, driveways, common areas, exterior and interior of residential and common buildings at all public, private and new development housing units.

Knowledge of the installation, repair and maintenance of appliances, including, but not limited to: gas and electric ranges, refrigerators, furnaces, boiler, water heaters, sump pumps and other household and maintenance equipment. Must be able to troubleshoot problems involving equipment.

Basic knowledge of carpentry is essential. Duties include but are not limited to: hanging of doors, miter casing/base, install and repair passage lock sets, exterior door locks, door hardware, curtain rod brackets, shades and doorstops. Perform such tasks as roofing structures, rebuilding cabinets, paneling rooms, installing sheet rock, drop ceilings, signs and posts, make keys

Basic knowledge of electricity and ability to troubleshoot problems is essential. Must be able to replace any switches, outlets and covers; install or replace circuit breakers and fuses; install, replace or repair light fixtures; perform other electrical work as required. Knowledge of changing 110V fractional horsepower motors on hot air furnaces, boilers, bath and kitchen fan motors is required. Ability to rewire furnaces, wire simple electrical circuits. Replacing bulbs in electrical fixtures, including incandescent, as well as mercury vapor and high-pressure sodium.

Ability to troubleshoot, install, maintain and repair (hot air and boiler) equipment properly and safely. Includes, but is not limited to, changing all necessary wiring, fan bearings and motors, fan belt and pulley, thermostat, gas control, transformer and fan limit control, valves, circulation pumps and related parts, replacing expansion tanks.

A basic knowledge and ability to troubleshoot problems is essential. Must be able to install, maintain or replace faucets, waste pipes, drains, water heaters, toilets, vanities, basins and other related plumbing devices or equipment.

Responsible to report to the Working Foreman any physical breakdowns, damage, repairs or liabilities pertaining to the maintenance operation, including, but not limited to: equipment, structures, grounds, inventory, and general maintenance.

Responsible to assist with inspections, including, but not limited to: move-in, move-out, annual, heating & mechanical, buildings & grounds, and preventive maintenance inspections as needed. Ability to upload and download inspections to pen-based computer to accomplish inspections.

Performs Laborer duties as needed.

Responsible to carry and utilize communications equipment for efficient maintenance operations, including, but not limited to: portable radio, cell phone, etc. Communication equipment must be turned on anytime employee is on-duty.

Must be available after and before normal working hours for schedule maintenance work.

Document and respond to service calls as assigned.

Performs other duties as assigned.

Develops and maintains good working relationships with SHA staff, residents, contractor and the public.

## **QUALIFICATIONS/REQUIREMENTS:**

### **Knowledge, Skills and Abilities**

1. Knowledge of general building safety and maintenance skills.
2. Knowledge of the trade skills necessary to maintain property, including, but not limited to structural, mechanical, plumbing, HVAC, electrical, painting, carpentry, cleaning and grounds keeping.
3. Knowledge of and ability to properly use: maintenance tools equipment and supplies.
4. Knowledge of basic computer programs as they relate to department use.
5. Ability to learn and apply applicable laws and regulations regarding privacy and confidentiality and the ability to implement laws and regulations.
6. Ability to understand and carry out oral and written direction.
7. Ability to express information and instructions clearly whether by phone, correspondence or personal contact; keep accurate records.
8. Ability to perform duties with journeyman skills in one of more trades.
9. Ability to safely operate power tools and other equipment used in maintenance and the repair of buildings and apartment.
10. Ability to work independently, organize workload and manage time effectively.
11. Ability to exercise good judgment, perform work in a courteous and diplomatic manner and establish and maintain harmonious working relationships.
12. Ability to work effectively with people of all social and economic backgrounds.

## **Education/Experience**

1. High School graduate or GED; and
2. Two years' work experience in related field or
3. Trade School graduate.
4. Any combination of education and work experience as may be acceptable as equivalent by the Executive Director.

## **License/Certification**

1. Valid Driver's License is required.
2. Must be eligible to be insured under the SHA auto policy.

Note: The preceding is illustrative of the descriptions of the general nature and level of work being performed by people assigned to this job. It is not intended to be inclusive of all responsibilities, duties and skills required for this position. Any information acquired through employment at the Superior Housing Authority is to remain confidential.

## **PHYSICAL REQUIRMENTS/WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly required to stand, stoop, kneel, crouch, or crawl; and talk or hear and is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms, and perform repetitive motions. They will occasionally be required to sit, climb or balance, and taste or smell. Must be able to regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 50 pounds, and occasionally exert 100 pounds of force. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust to focus.

While performing the duties of this job, the employee is frequently exposed to toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

The following are examples of equipment used which can affect the environmental conditions notes above: Lawn equipment, to include gas operated lawn mowers, tractors and bobcat, hand held power tools, hand held radios, and cell phones.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If the accommodation cannot be made, because it would cause the employer undue hardship, such person may not be eligible.

