

ASHEBORO HOUSING AUTHORITY

JOB OPENING: MAINTENANCE MECHANIC ASSISTANT

October 26, 2022

If you would like to apply, please submit an Employment Application to Robert Lawler, Executive Director
rlawler@asheboroha.org

Open Until Filled

Position Description

Summary

The primary purpose of this position is to maintain the Authority's housing sites and grounds by fulfilling work orders within specified timeframes. The incumbent receives assignments that include but are not limited to: carpentry, painting, electrics, plumbing, drywall, ground maintenance, and janitorial activities.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Performs carpentry repairs to damaged walls, roofs, woodwork, floors, gutters and downspouts, garage doors, cabinets, interior and exterior doors, and other housing fixtures.
- Uses brushes, rollers, and related equipment to apply the required number of coats of paint, enamel, varnish, lacquer, or other protective or decorative material on a variety of surfaces. Repairs plaster, patches old plaster, and removes loose plaster in Authority properties.
- Repairs or replaces wiring and parts for electrical outlets, switches, light fixtures, and breaker switches and fuses. Checks for and repairs gas leaks.
- Repairs or replaces plumbing fixtures and fittings, including but not limited to: showers, faucets, drains, sewer lines, toilets, sinks, water heaters, and water pumps.
- Assists with installation and maintenance of HVAC equipment.
- Repairs, adjusts, or replaces various appliances and equipment, including but not limited to: refrigerators, boiler systems, gas and electric stoves, furnaces, electric motors, vacuum cleaners, water heaters, smoke detectors, washers and dryers, air conditioners, and generators.
- Assists in inspections of occupied and vacated housing units; repairs and paints units as needed.
- Performs janitorial duties, including but not limited to: cleaning floors, rest rooms, trash rooms, boiler rooms, halls, stairways, and sidewalks.
- Performs ground maintenance tasks, such as gardening and maintaining curb appeal.

Education and/or Experience

High School Diploma or GED equivalent required and a minimum of 2 years of experience in construction or building maintenance, or vocational training focusing in maintenance work such as grounds maintenance, carpentry, plumbing, and electrical repairs. Must possess a valid North Carolina driver's license and be insurable under the Authority's plan.

Technical Skills

To perform this job successfully, the employee should be able to successfully operate a variety of applicable hand-held tools and devices. Must have the ability to read blueprints, plans, and specification, as well as repair manuals and instructional guides. Must have the ability to write services requests, and maintenance and inspection reports. Must have the ability to learn other programs as required by assigned tasks.

Employment Application available at <https://www.asheboroha.org/news-events/>

