

CLERMONT METROPOLITAN HOUSING AUTHORITY

An Equal Opportunity Employer

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POSITION DESCRIPTION

Name of Incumbent:		Position Title:	Mechanic 2
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Office/Division:	Maintenance	Employment Status:	Full-Time
Reports To:	Asst Maintenance Supv.	FLSA Status:	Non-Exempt

JOB RESPONSIBILITIES

In addition to the following, performs other related duties as required.

Performs a variety of semi-skilled and skilled building and grounds maintenance activities for the Clermont Metropolitan Housing Authority.

QUALIFICATIONS

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below.

An example of acceptable qualifications for this position:

Completion of secondary education (high school or GED), plus two (2) or more years experience in the maintenance of buildings and grounds, or equivalent.

LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess a valid State of Ohio driver's license and show evidence of personal vehicle insurance.

ESSENTIAL FUNCTIONS OF THE POSITION

For purposes of 42 USC 12101:

1. Performs a variety of semi-skilled and skilled maintenance activities (emergency, routine, preventive) in order to complete work orders and maintain agency buildings and equipment in accordance with Authority policies (e.g., painting, carpentry, electrical, plumbing, drywall, heating, etc.).
2. Performs a variety of semi-skilled and skilled maintenance activities in order to ensure the proper upkeep of agency buildings and grounds (e.g., cleans out vacant units, removes snow and ice, mows lawns, rakes grass and leaves, trims shrubs and trees, picks up debris, etc.).
3. Prepares requisitions for materials or equipment required to complete work orders and submits them to Assistant Maintenance Supervisor.
4. Assists with the maintenance of department inventory and advises supervisor of equipment or material needs.

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5. Notifies Assistant Maintenance Supervisor of any disabled or inoperable vehicles, broken glass, torn screens or about debris or junk contained inside or outside of resident units.
6. Works overtime as directed and in accordance with Authority policy.
7. Demonstrates regular and predictable attendance.
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the Clermont Metropolitan Housing Authority.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: agency policies and procedures;* safety practices and procedures; skilled building maintenance methods and procedures; (carpentry, painting, plumbing, electrical, etc.); grounds maintenance methods and procedures.

Skill in: use or operation of hand, power, and shop tools; use or operation of light motorized equipment (e.g., mower, snow blower, etc.).

Ability to: recognize unusual or threatening conditions and take appropriate action; carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; determine material and equipment needs; prepare accurate documentation; respond to routine inquiries from the public and/or officials; communicate effectively; develop and maintain effective working relationships; exert 20 to 50 pounds of force occasionally and/or 10 to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects; travel to and gain access to work sites.

EQUIPMENT OPERATED

The following are examples only and are not intended to be all inclusive.

Motor vehicles; hand, power, and shop tools; sewer augers, snow blowers, lawn mowers, and other light motorized equipment; welding and cutting equipment.

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INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

The employee: is exposed to chemicals, including pesticides and herbicides, fumes, dirt and dust; operates motorized equipment, hand, power, and shop tools; welding and cutting equipment; is exposed to adverse weather and unsanitary conditions; has contact with irate or emotionally distraught individuals.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

Approval of Executive Director

Date

Approval of Supervisor

Date

Employee Signature

Date