



Position Description

Position Title:	Maintenance Mechanic I	Created By:	HCI
Reports to:	Maintenance Supervisor	Date Updated:	04/04/25
FLSA status:	Non-Exempt		

Summary

The primary purpose of this position is to maintain Georgetown Housing Authority housing sites and grounds. The incumbent performs carpentry, painting, and plastering duties, as well as light assignments in electrical and plumbing repairs, in response to work orders generated by service requests or unit inspections. This position also performs general repairs on maintenance equipment as needed.

All activities must support the Georgetown Housing Authority (“GHA” or “Authority”) mission, strategic goals, and objectives.

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, fences, gates, windows, cabinets, doorbells, and interior and exterior doors. If fixture is beyond repair, replaces with new fixture.
- Uses brushes, rollers and airless spray equipment to apply the required number of coats of paint, enamel, varnish, lacquer, or other protective or decorative material on a variety of surfaces, including wall and ceiling board, wood, metal, plaster, stucco, concrete, or brick.
- 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.
- Reinforces, installs, or replaces window and door screens, doorknobs, and dead bolt locks.
- 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.
- Cleans up water spills.
- Maintains Authority vehicle(s).
- Completes appropriate work order documentation for all maintenance tasks.
- Keeps Maintenance Coordinator informed of availability of units and completed work.
- Performs other duties as assigned.



Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands monitors and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; and listens effectively.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; and does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed

Education and/or Experience

High School Diploma or GED equivalent required and a minimum of 3 years experience in construction or building maintenance, or vocational training focusing in carpentry, plumbing, and electrical repairs. An equivalent combination of education and experience may be considered. Must possess a valid Kentucky 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.

Physical Demands

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.

To perform this job successfully, the employee is frequently required to travel to various Authority properties to clean and maintain grounds. Daily movements include sitting; standing; reaching and grasping; moving about the properties; and attending onsite meetings and offsite meetings. The



employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position generally works on Authority properties, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud and the environment may be more hazardous than a standard office environment. This position may be required to work with contractors as well as Authority residents.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]