



**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY  
NEWPORT NEWS, VIRGINIA**

**POSITION VACANCY ANNOUNCEMENT  
PVA #12-19**

TO APPLY: Applications must be submitted to the Human Resources Office between the hours of 8:00 a.m. to 5:00 p.m., Newport News Redevelopment and Housing Authority, 227 27th St., Newport News, VA 23607. **ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, COLOR, NATIONAL ORIGIN, HANDICAP OR AGE or any other category protected by law. THIS IS A SECTION 3 COVERED ACTIVITY.**

**All positions require post-offer pre-employment drug testing. Applicants selected for hire will receive a conditional offer of employment and be referred for pre-employment drug testing.**

Posted: 9/11/2019

Deadline: 9/25/2019

**MAINTENANCE MECHANIC  
HOUSING**

**Salary: \$15.65 per hour  
Status: Full-Time Position**

**GENERAL DEFINITION OF WORK:**

Performs intermediate skilled work in a variety of trades in the maintenance, renovation and repair of buildings, equipment and grounds. Work is performed under the regular supervision of a Maintenance Supervisor. Limited supervision may be exercised over subordinate semi-skilled and unskilled employees.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

**TYPICAL TASKS:** (Examples Only)

- Receives repair work orders; troubleshoots and diagnoses problem; coordinates with supervisor for receiving supplies and materials; completes assigned work orders; prepares maintenance records.
- Performs carpentry work such as building cabinets and counter tops; pulls out exit doors and frames; hangs metal and wooden doors.

- Repairs and replaces sheetrock, prepares and paints walls, replaces and repairs tile; replaces broken glass and screens; repairs ceilings, roofs, door locks, etc.
- Prepares vacant units for occupancy; handles move-ins and move-outs.
- Performs plumbing repairs and maintenance such as unstopping sewer lines, replacing plumbing fixtures, repairing and replacing commodes, drain pipes, water lines, hot water heaters, etc.
- Performs electrical maintenance, installation, and repair, e.g. replaces sockets and switches, installs outlets and lighting fixtures, hooks up stoves and appliances, etc.
- Repairs and maintains air conditioning units; replaces and/or cleans filters.
- Repairs ranges, heaters, furnaces, and pilot lights; services and maintains refrigerator door gaskets, thermostats, compressors, motors, etc.
- Performs grounds maintenance tasks including mowing grass, removing dead trees and limbs, trimming shrubs, edging lawns, raking leaves, picking up trash, etc.
- Operates various types of machinery and equipment such as saws, sanders, drills, strippers, mowers, tillers, trucks, etc.; utilizes hand tools, plumbing and electrical tools, etc.
- Performs custodial duties such as cleaning vacant apartments, removing furnishings, cleaning floors, etc.
- Conducts preventive maintenance inspections as assigned; performs preventative maintenance as needed.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the proper methods and procedures for electrical, plumbing, and carpentry repairs, installation, and maintenance;

Thorough knowledge of building and utility maintenance and repair; thorough knowledge of the building trades;

Thorough knowledge of the occupational and safety precautions of the trade;

Thorough knowledge of trade terminology;

Thorough knowledge of the proper and safe use of equipment, machinery, tools, and chemicals necessary for assignment completion; skill in the operation of trucks and other automotive equipment;

Skill in performing maintenance, installation, and repair operations incidental to regular duties and/or area of assignment;

Ability to read and write and to follow oral and written instructions;

Ability to perform manual work requiring some physical strength and agility;

Ability to perform work required on work orders;

Ability to use a variety of equipment and tools for maintenance including plumbing, carpentry, electrical, and ground maintenance;

Ability to establish and maintain effective working relationships with associates, tenants, contractors, vendors, and the general public.

**EDUCATION AND EXPERIENCE:** (The following requirements may be used to evaluate applicants for employment. When applicable, equivalent substitution will be allowed for differences in experience and education.)

Any combination of education and experience equivalent to graduation from high school and

considerable experience in building maintenance and repair.

**WORKING CONDITIONS:**

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires stooping, kneeling, crouching or crawling and lifting and occasionally requires sitting, climbing or balancing, tasting or smelling and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

**SPECIAL REQUIREMENTS:**

Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia and the ability to maintain insurability under the vehicle insurance policy of the Authority are required. **Must obtain CFC certification within twelve months of employment.** This position may require overtime and on-call assignments.