



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

POSITION VACANCY ANNOUNCEMENT

PVA #24-17

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: 06/11/18

Deadline: 07/02/18

**MAINTENANCE MECHANIC
HOUSING**

**Salary: \$31,611.97 per year
Status: Full-Time Regular 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.

TYPICAL TASKS: (Examples Only)

- Performs maintenance and repair assignments involving plumbing, carpentry, electrical and other craft skills in repairs to buildings (interior and exterior including roof of buildings), equipment and grounds: repairs heating/air conditioning equipment - furnaces and heat pumps and other HVAC equipment; makes adjustments and repairs to gas and electric ranges; repairs refrigerators, hot water heaters, cabinets, carpets, blinds, etc.; performs minor electrical repairs to lights, switches, receptacles, thermostats and related items; performs minor plumbing repairs to faucets, drains, toilets; replaces ceramic tile and damaged drywall; paints interior and exterior of buildings; replaces broken window panes and damaged window and door screens; builds and repairs cabinets, drawers, shelving, door frames, door locks and hinges.
- Operates and performs minor repair on hand and power tools used in the trades.
- Operates grounds equipment: commercial riding mowers, backhoe, tractors, dump truck, elephant

- vacuum, dump truck, trimmers, edgers, aerators, seeders, spreaders.
- Performs custodial duties: cleans vacant apartments: removes furnishings, cleans floors; maintains trash compactor and exchanges dumpsters.
- Inspects assigned work areas regularly to insure proper standards are maintained.
- Ensures that work orders are completed for all assigned work.
- Performs monthly readings of electric and gas meters.
- Completes work performance documents.
- Maintains tools and equipment in operable condition.
- Performs systems and preventative maintenance inspections.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of common methods, materials, tools and equipment used in all of the building trades.
- Considerable knowledge of basic and safe equipment operations and preventative maintenance.
- Considerable knowledge of common methods, materials and tools used in carpentry, painting, electrical and mechanical trades.
- Considerable knowledge of common methods, materials and tools used in grounds maintenance and lawn care.
- Considerable knowledge of supply procedures.
- Considerable knowledge of applicable code requirements and standards.
- Ability to operate and care for hand and powered tools used in building trades.
- Ability to operate various types of ground maintenance equipment.
- Ability to operate various vehicles such as pickup trucks, dump trucks, etc.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively with the public.
- Ability to prepare written documents such as work orders and maintenance logs.
- Ability to work from plans and specifications.
- Ability to schedule and coordinate work of others.
- Ability to establish and maintain effective working relationships with co-workers, clients and others.

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 a minimum of 2 years' experience in one of the building trades.

WORKING CONDITIONS:

Physical Requirements

Lift 75 lbs. intermittently. Exertion of up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 pounds of forces constantly to move objects. Requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, fingering, grasping, feeling, and repetitive motions of wrists, hand and/or fingers.

Sensory Requirements

Ability to express or exchange ideas by means of spoken word.

Ability to perceive information at normal spoken work levels.

Visual Acuity for depth perception, color perception, and night vision; to prepare and analyze written or computer data; to conduct visual inspection involving small defects and/or small parts; to use measuring devices, for assembly or fabrication of parts at or within arm's length; for the operation of machines, motor vehicles, or equipment; to determine accuracy, neatness and thoroughness of work; and to observe general surroundings and activities.

Environmental Conditions

Worker is subject to both inside (protection from weather conditions but not necessarily from temperature changes) and outside (no effective protection from weather) environmental conditions.

Worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

Worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases or poor ventilation.

Worker is subject to oils: There is air and/or skin exposure to oils and other cutting fluids.

Worker may be exposed to blood borne pathogens and may be required to wear personal protective equipment.

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.