

Brookline Housing Authority

Position Description

Position Title:	Lead Mechanic	Department:	Maintenance
Reports to:	Foreman	Approved By:	Chris Devoll, Director of Maintenance
FLSA Status:	Non-Exempt	Approved Date:	July, 2021

Summary

The primary purpose of this position is to perform semi-routine and general maintenance duties throughout Brookline Housing Authority housing sites and grounds. This position provides technical expertise and guidance to other maintenance staff. The incumbent performs diversified duties in carpentry, electrical, plumbing, masonry, and painting in response to work orders generated by service requests or unit inspections. The incumbent also performs general repairs on maintenance equipment as needed.

All activities must support the Brookline Housing Authority (“BHA” 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 a wide range of building repairs and maintenance functions in response to work orders submitted by residents or Authority staff members. Completes all assigned work in a timely manner.
- Monitors projects to ensure compliance with established laws, codes, ordinances, regulations, policies and procedures.
- Performs routine preventative maintenance to ensure that building systems operate efficiently and that the physical condition of the building does not deteriorate.
- Performs carpentry repairs to damaged walls, roofs, woodwork, floors, gutters and downspouts, garage doors, fences, gates, windows, cabinets, doorbells, and interior and exterior doors; replaces fixture if it cannot be repaired.
- Repairs or replaces wiring and parts for electrical outlets, switches, light fixtures, 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, and sinks.
- Monitors heating plants and performs periodic blow downs, pump maintenance, and maintains cleanliness and safety of the boiler room.
- Performs masonry work, including repairs to sidewalks, paving, steps, and curbing. Repairs and replaces bathroom tile, grout, and seals to maintain watertight enclosure. Performs minor repointing of brickwork and patchwork for interior and exterior walls.
- 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.
- Reinforces, installs, or replaces lights, window and door screens, doorknobs, and dead bolt locks, mailboxes, and gutters.
- Determines required repairs to mechanical equipment such as snow blowers, power mowers, hedge clippers, and other pieces generally used by the maintenance team.

Brookline Housing Authority

Position Description

- Assists in inspections of occupied and vacated housing units; repairs and paints units as needed.
- Ensures that vacant units are turned and made ready within the timeframe established by the Maintenance Foreman.
- Performs janitorial or laborer duties to ensure dwelling units, common areas, and public areas are clean and safe.
- Conducts daily inspections of housing sites and grounds to identify needs; disseminates information among team members. Identifies safety issues and hazards, documenting safety concerns in reports to Foreman.
- Completes appropriate work order documentation for all maintenance tasks.
- Performs on-call service during evenings and weekends on a scheduled or rotating basis.
- Performs other duties as assigned.

Behavioral Competencies

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

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Customer Service: Provides timely, courteous, and quality service to all internal or external customers by anticipating individual needs, following through on commitments and ensuring that our customers have been heard.

Communication: Employee is prepared, clear, concise, and organized in all facets of communication in order to fully establish understanding. Actively listens and understands the audience to adapt message appropriately. Communicates information with appropriate personnel in a timely manner.

Teamwork: Actively participates and collaborates across boundaries, and works toward the achievement of common goals. Employee is adaptable and open to new ideas and/or approaches. Employee is aware of changes that impact internal and external customers and effectively communicates the impact when working as a team.

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

Safety Awareness: Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

Education and/or Experience

High School Diploma, GED, or vocational school equivalent required and a minimum of four years of experience in construction or building maintenance; or vocational training focusing in carpentry, plumbing, and/or electrical repairs. An equivalent combination of education and experience may be considered. Must possess OSHA 10 hr. training certification, a valid Massachusetts driver's license and be insurable under the Authority's plan.

Brookline Housing Authority

Position Description

Technical Skills

To perform this job successfully, the employee should be able to successfully operate a variety of applicable hand-held tools and equipment. Must have the ability to learn proper use of other tools and equipment 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 regularly 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.

The 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]