

Housing Authority of the Town of Greenwich
Job Description

Title: Maintenance Mechanic

Objective: Reports to the Director of Maintenance, Foreman or Senior mechanic, performs a variety of semi-skilled and skilled work in the following trades: plumbing, electrical, carpentry, painting, plastering, grounds work, and mechanical requirements, etc.

Essential Functions:

- Performs carpentry work on doors, walls, cabinets and fences.
- Completes all electrical work to include replacement of fuses, switches, electrical outlets, light fixtures, etc.
- Replace and complete service calls for heaters and furnaces including water heaters, stoves, dishwashers and other appliances as directed.
- Complete plumbing repairs including repair and replacement of sinks, faucets, stems, washers, commodes, showerheads, unclogging plumbing fixtures, snake water lines and repair water leaks in addition to other plumbing tasks as needed.
- Repairs electrical and gasoline motors, mowers, and replace worn parts.
- Maintains and repairs boiler systems.
- Responds to emergency calls, must be available to work outside during the normal working hours and be on-call as assigned.
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities:

- Working knowledge of the methods, practices, and tools required in making the repairs to building structures, machinery and equipment in the various building and mechanical trades.
- Knowledge of all safety requirements.
- Mechanical aptitude required.
- Ability to recognize and locate conditions which require repair maintenance work.
- Ability to quickly learn various semi-skilled trades.
- Operates a motor vehicle, and machinery common to building trades.
- Handling heavy equipment, working in awkward positions for extended periods, climbing ladders and related equipment and working in confined or close quarters.

Required Qualifications:

- Requires five (5) years experience in general maintenance work in housing or related industrial maintenance or in lieu of two (2) years experience has completed a one (1) year certified technical school training in one of the following trades: electrical, plumbing, mechanical, carpentry, painting or an

equivalent apprenticeship training program related to general maintenance work or the trades.

- Basic computer skills
- Must possess a valid driver's license
- Excellent customer service skills including the ability to deal courteously with tenants using sound judgment in evaluating tenant's maintenance problems.