

# HOUSING AUTHORITY OF THE CITY OF LUMBERTON

## JOB ANNOUNCEMENT

**Position:** Maintenance Mechanic  
**Location:** 407 North Sycamore Street, Lumberton, NC 28358  
**Salary:** \$30,047 per year

### DUTIES AND RESPONSIBILITIES:

- Diagnoses problems and makes general repairs to the interior/exterior of buildings and facilities and maintains furniture and equipment pursuant to UPCS in the fields of plumbing, carpentry, electrical, mechanical, and related trades
- Performs inspections of damage to Agency-owned properties and determining responsibility for repairs and work with supervisor to assess tenant charges according to the Agency protocol
- Makes rough carpentry work including installation/repair of entry doors, sliding doors, interior doors, interior framing and/or repair of wall partitions, installation of wall gypsum board and building insulation
- Performs finished carpentry including window/door trim, replacement of wood/vinyl base trim, installation of wood trim millwork, installation and/or replacement of new kitchen and bathroom cabinetry, repair of cabinets, preparation and installation of new flooring, preparation and installation/repair of wall/floor tile
- Perform electrical work including installation and repair of wiring, troubleshooting and replacement of existing switches and outlets, replacement of circuit breakers, replacement of light fixtures, and other electrical repairs
- Makes repairs and maintains plumbing systems by performing general work including rough piping for domestic water/sanitary sewer, repair/replacement/installation of plumbing fixtures such as sinks and bathtubs, installation of valves for shower, kitchen, and bath, replacing washers, mending burst pipes, repairing leaks, opening clogged drains, and performing other appropriate repairs/installations to meet or exceed housing quality standards
- Performs electrical work including installation and repair of wiring, troubleshooting and replacement of existing switches and outlets, replacement of circuit breakers, replacement of light fixtures, and other electrical repairs.
- Makes repairs and adjustments to various appliances and equipment (e.g., furnaces, dishwashers, stoves, water heaters, refrigerators, electric motors, smoke detectors, etc.) and replaces appliances and equipment when necessary
- Performs general interior and exterior repairs including structural components (e.g., stairways, floor joists, and rafters), roof repairs (e.g., replacement, flashing repair, etc.), foundation waterproofing, masonry and concrete replacement/repair (e.g., walks, brick, paving, steps, curbing), repair/replacement of gutters, downspouts, garage doors, fences, gates, doors, windows, doorbells, peepholes, signs, clotheslines, fans, belts, and insulation. Changes the lock(s) in accordance with Agency procedures and makes or has made any necessary keys
- Starts, operates, and checks for safety and appropriate maintenance on a wide variety of small engines, hand tools, pumps, chain saws, and Agency maintenance vehicles
- May maintain and make general repairs to power tools and equipment such as chain saws, pumps, and vehicles, which includes checking and maintaining lubricant levels, timing, replacing, and adjusting worn or damaged parts
- May assist with installing HVAC systems and ready to perform a full range of preventative maintenance and restoring and repairing faulty or inoperative systems and associated equipment in accordance with blueprints, piping and wiring diagrams, and manufacturers' specifications
- Prepares all interior/exterior wall surfaces for painting by removing electrical outlets and lighting fixtures, spreading drop cloths, scraping peeled paint, patching holes, taping and floating drywall, and/or sanding. Removes closet and bedroom doors and any graffiti on surfaces
- Sands wood surfaces to prepare for painting, varnishing and/or staining
- Mixes paints as needed to match previously painted surfaces and paints all prepared surfaces with brush, roller, or spray equipment
- Performs thorough clean-up of work area including removing drop cloths, masking paper and tape, and replacing fixtures, covers, and plates
- Cleans and maintains Agency-owned materials, apartments, common areas, tools, and equipment in a neat and orderly manner at all times. Maintains a neat and organized workshop area free of clutter and debris. Upon completion of maintenance task, all tools and excess supplies must be cleaned up and stored appropriately
- Performs welding, brazing, and cutting using gas and/or electric welding equipment, using appropriate welding techniques and equipment to ensure precision, control, and care to avoid damage and to prevent injury to oneself and others
- May operate any of the following types of equipment: graders, backhoes, tractors, lawn equipment and other equipment necessary to maintain and repair Agency grounds, parking lots, drives, drainage structures, and other Agency property
- Checks and fuels vehicles and performs light mechanical adjustments within area of expertise
- Performs emergency and after-hours work as necessary and/or required
- Follows all established safety procedures and standards
- Reports any lease violations and unsafe, unsanitary, or hazardous conditions encountered or observed on or in any Agency property or building to the appropriate personnel
- Maintains a professional image and attitude in keeping the objectives of the Agency and resident's welfare
- Maintenance responsibilities may also include, but are not limited to, pressure-washing of exterior surfaces as needed, painting and maintenance of all building systems such as gutters and downspouts, roof drainage systems, French drain systems, surface water management systems, fire alarm systems, fire extinguishers, fire sprinkler systems, signage, laundry centers, playgrounds, and any other common areas

- Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of the trade skills, methods, materials, tools and equipment used in maintaining dwelling and non-dwelling facilities
- Working knowledge of state and local building codes and HUD's Uniform Physical Conditions Standards (UPCS) for REAC inspections
- General knowledge of the operating principles and maintenance requirements of the installation and machinery of Housing Authority property
- Working knowledge of the physical layout of housing facilities and equipment
- Working knowledge of principles, practices, tools, and equipment used in electrical, plumbing and carpentry trades
- Skill in the use of tools and equipment employed in general maintenance and carpentry work
- Ability to organize and carry out details of maintenance work
- Ability to detect impending mechanical malfunction and to correct the causes

#### **LICENSES AND CERTIFICATIONS:**

- Valid NC driver's license required; CDL preferred

#### **PHYSICAL REQUIREMENTS:**

- Normal physical activity can be tedious and require heavy lifting, carrying, and prolonged standing, walking, reaching, bending, pushing, pulling, kneeling, crouching, stooping, climbing, balancing and lying prone. The employee must use arm strength to manipulate hand tools such as saws, sanders, and jointers etc.
- Must be able to lift up to fifty (50) pounds without assistance.
- Must have a sense of balance sufficient for standing on a ladder of at least six (6) feet in height for an extended time period of time.
- Must be able to operate hand tools, power tools, and equipment (e.g., drills, wrenches, hammers, pliers, electrical [Ohm] meters, saws, threaders, plumbing snakes, etc.)
- Work requires spatial perception, and finger and manual dexterity.
- Must be able to establish and maintain effective working relationships with co-workers, residents, and persons outside the Agency and perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
- Must be able to sit and/or stand for up to eight hours at a time while performing work duties.
- Must have vision and hearing corrected to be able to legally operate a vehicle in various environmental and traffic conditions and perform essential job functions.
- Must have normal color perception to differentiate colors of electrical wiring, etc
- An employee may request a reasonable accommodation to mitigate any of the physical requirements listed above.

#### **DESIRABLE EXPERIENCE AND TRAINING:**

- High School graduate (or GED) or possess a vocational technician certification beyond high school, with two (2) years' experience or training in building construction or maintenance, or in the repair or maintenance of mechanical equipment or an equivalent combination of technical training and experience.

#### **TO APPLY:**

This position is open until filled. Applications can be downloaded and printed from the EMPLOYMENT tab at [www.hacl014.com](http://www.hacl014.com). Qualified candidates should forward a completed HACL job application to:

Housing Authority of the City of Lumberton  
C/O Steven Harrell  
Post Office Box 709  
Lumberton, North Carolina 28359

EOE/ADA