

**HOUSING AUTHORITY OF THE CITY OF LUBBOCK  
POSITION DESCRIPTION**

**TITLE: MAINTENANCE MECHANIC A  
SUPERVISOR: HOUSING MANAGER**

**GENERAL SUMMARY:**

Under limited supervision, performs highly skilled duties involved in construction, maintenance, and service activities related to public housing. Exercises functional and technical supervision over lower maintenance staff.

Performs duties in a way that promotes a positive image of the Lubbock Housing Authority's organization and the department; demonstrates effective interpersonal skills and delivers exemplary customer service.

**DUTIES AND RESPONSIBILITIES:**

It is an essential function of this classification to report at the assigned time, prepare to work the regularly scheduled hours.

Inspect building, equipment, appliances and fixtures to identify building maintenance needs.

Initiate and receive work orders, estimate time and materials needed, determine priorities with supervisor; schedule work.

Maintain and repair Housing Authority facilities equipment and buildings by performing a variety of routine and emergency carpentry electrical, air conditioning, refrigeration, glazing and mechanical repair work.

Troubleshoot, diagnose and adjust electronic and mechanical controls related to air conditioners, refrigerators, heaters, rangers, exhaust fans, and other electrical equipment.

Repair and replace plumbing fixtures, including sinks, toilets, faucets, clear obstructions from water and sewer lines.

Construct, install, remodel, and repair a variety of facility components such as counters, tables, desks, bookshelves, cabinets, partitions, walls, windows, and doors; construct a variety of specialized items as required.

Install, maintain and repair a variety of floor coverings such as tile, wood and linoleum. Install, maintain, and repair a variety of roof coverings such as rolled and composition shingles.

## **MAINTENANCE MECHANIC A (Continued)**

Operate, maintain, and repair a variety of mechanical tools and equipment such as power saws, power sanders, drills, paint sprayers, plumbing snakes, routers, grinders, and electrical generators.

Repair and install electrical lighting systems and fixtures.

Perform locksmithing duties; repair and maintain facility lock and key system.

Assist in coordinating facility maintenance services and activities with other Housing Authority staff and with outside agencies.

Prepare requisitions for materials and supplies; maintain records for time and materials used; prepare and submit records and reports as required.

Develop and implement facility preventative maintenance programs for assigned buildings.

Requires ability to be on call for after hours and weekends on a rotation basis with other maintenance workers.

Perform other duties and responsibilities as assigned.

### **EXPERIENCE AND QUALIFICATIONS:**

Education and/or experience equivalent to graduation from high school with two to three years' experience in building and grounds maintenance. Prefer two years journey level experience in one or more of the building or mechanical maintenance trades.

### **PHYSICAL REQUIREMENTS:**

Maintain the ability to:

1. Frequently stand and walk during the shift and occasionally bend and kneel.
2. Continuously lift and carry 25 lbs. occasionally lift and carry 75 lbs.
3. Occasionally flex upper trunk forward at the waist and partially flex at the knees.
4. Coordinate eye, hand and foot movement in order to operate a vehicle.

### **LICENSE OR CERTIFICATE:**

Possession of a valid Texas driver's license.

### **SPECIAL REQUIREMENTS:**

Insurability by the Lubbock Housing Authority's vehicle liability insurance carrier at standard rate.

**STARTING PAY RATE:** \$15.00/HR