



# Job Opportunity

## Maintenance Mechanic

**Company Name:** Little Rock Housing Alliance d/b/a Metropolitan Housing Alliance [MHA]

**Title of Position:** Maintenance Mechanic A

**Position Type:** Full-Time/Non-Exempt

**Hourly Pay:** To be determined

**Location:** 100 South Arch Street – Little Rock, AR

**Closing Date:** Until filled

### **SUMMARY**

Under the direction of the Maintenance Supervisor, these skilled trades position performs major carpentry, electrical and plumbing repairs as well as general repairs on mechanical equipment as needed to ensure the proper and adequate maintenance, repair, and renovation of federally assisted housing properties owned and managed by the Little Rock Housing Authority (“LRHA” or “Agency”). This position helps to ensure that LRHA housing is decent, safe, sanitary and in good repair. Tasks are performed in one or more trades or crafts with minimal supervision. All activities must support LRHA's mission, strategic goals, and objectives.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Implements and complies with Agency policies and procedures as related to public housing maintenance, repair, and renovation.
- Performs a wide variety of duties involved in the maintenance and repair of interior/exterior of buildings and facilities (dwelling units and non-dwelling areas), grounds, utilities, fixtures, furniture, and equipment employing a high degree of skill in the plumbing, carpentry, electrical, mechanical/HVAC and related trade fields; performs grounds and common area maintenance and beautification initiatives.
- Ensures timely turnaround of vacant units in accordance with Agency policy and HUD requirements.
- Performs all assigned work orders in most efficient and effective manner; completes work orders within timeframe required by Agency policy and HUD requirements.
- Makes daily rounds of housing developments and grounds for removal of trash or debris; develops a list and makes general repairs from that list.

- Conducts preventative maintenance in accordance with the Preventative Maintenance Plan.
- Makes repairs pursuant to HUD's Uniform Physical Conditions Standards. (UPCS)
- Works emergency and after-hours as assigned by the Working Foreman.
- Inspects dwelling units and non-dwelling areas, determines the nature and extent of repair or maintenance required, estimates the number of supplies and materials needed.
- Performs emergency calls as required; ensures that emergency work orders are abated within 24 hours.
- Follows all safety protocols; uses goggles, gloves, safety boots and other safety equipment when required.
- Recommends improvements, alterations, and repairs, and prepares plans, detailed drawings, and work estimates, as needed.
- Distributes notices to residents as needed.
- Performs wellness checks on residents; may discover deceased individuals; may be required to clean biohazards that result from violent death or other human death related incidents
- Maintains records on materials, supplies, equipment, time, and nature and type of work performed.
- Shares information on new techniques/products with other LRHA maintenance staff.
- Prepares accurate reports in a timely manner.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

High school degree or equivalent; (associate degree or technical degree in building construction trades preferred); and a minimum of 5 years' experience in building construction or maintenance, or in the repair or maintenance of mechanical equipment; or equivalent combination of education and experience. Preferably licensed in one or more of the trades.

#### **LANGUAGE SKILLS**

Ability to read and interpret documents such as blueprints, safety rules, operating and maintenance specifications and instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Bilingual (Spanish) skills are a plus

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **COMPUTER SKILLS**

Individual should have ability to use word processing, internet, inventory control and spreadsheet software. Ability to learn other computer software programs as required by assigned position.

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

- Must have excellent writing and verbal skills
- Working knowledge in the governmental systems and processes
- Excellent interpersonal skills.
- Demonstrated ability to complete tasks thoroughly and on schedule.
- Demonstrated ability to communicate effectively to diverse audiences and for diverse purposes.
- Demonstrated sensitivity to the needs and culture of low-income public housing families.
- Demonstrated ability to operate successfully in a culturally diverse work environment.
- Knowledge of project budgeting and budget controls.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- EPA certification/HVAC qualified.
- Contractor's license a plus.
- Valid Arkansas Driver's License, and insurable by LRHA carrier.
- Must be bondable.

### **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. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 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 noise level in the work environment is usually moderate.

### **BENEFITS**

- **Medical/Dental/Vision Benefits**
- **On-site Fitness Center**
- **Employee Assistance Program**
- **Basic Life Insurance & Supplemental Insurance**
- **Retirement Plan**

- **Tuition Assistance Benefits**

**How to apply:** Please send resume to [HR @mhapha.org](mailto:HR@mhapha.org) with subject: "Maintenance Mechanic"

Little Rock Housing Authority d/b/a Metropolitan Housing Alliance is *an equal opportunity employer, and all qualified applicants will receive consideration for employment* without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.