



## MARIETTA HOUSING AUTHORITY

95 Cole Street  
Marietta, Georgia 30061  
(770) 419-3200 fax: (770) 419-3217  
[www.mariettahousingauthority.org](http://www.mariettahousingauthority.org)



*Serving Marietta and Cobb Families and Seniors since May 9, 1938*

February 24, 2022

Marietta Housing Authority is seeking to fill one entry level maintenance technician position. See attached job description for details. Submit all inquiries to the contact below or at the address above.

Robert Buckner  
Director of Contract Management  
770-419-2943  
[rbuckner@mariettahousingauthority.org](mailto:rbuckner@mariettahousingauthority.org)

AT-WILL POSITION OPENING

DATE: February 22, 2022

FROM: 2/22/22 TO: 2/24/22

JOB TITLE: Maintenance Mechanic

DEPARTMENT: Development

SUPERVISOR'S TITLE: Director of Contract Management

Entry: 36,107 MID: 43,331 MAX: 50,000

LOCATION: 4173 Kienel Drive, Acworth GA WORK WEEK: Monday - Friday

MINIMUM QUALIFICATIONS: See Attached Job Description

POSITION DUTIES: See Attached Job Description

SPECIAL TRAINING OR KNOWLEDGE: See Attached Job Description

LICENSES, CERTIFICATES, ETC. REQUIRED: See Attached Job Description

If you feel you qualify for the above position and would like to be considered for re-classification, contact Robert Buckner.

Employees not selected to fill the position will be notified and the reason given.

This notice is to remain posted until the deadline date stated above.

Marietta Housing Authority provides equal employment opportunities to all qualified individuals without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, age, national origin, physical or mental disability, military or veteran status, genetic information, or any other protected classification. Equal employment opportunity includes, but is not limited to, hiring, training, promotion, demotion, transfer, leaves of absence, and termination. Marietta Housing Authority takes allegations of discrimination, harassment, and retaliation seriously, and will promptly investigate when such behavior is reported.



Job Status:	
Full Time	<u>  X  </u>
Part Time	<u>  —  </u>
Temporary	<u>  —  </u>
Exempt_ Nonexempt	<u>  X  </u>

**MARIETTA HOUSING AUTHORITY  
JOB DESCRIPTION**

**CLASSIFICATION TITLE:           MAINTENANCE MECHANIC**

**DEPARTMENT:                    MAINTENANCE**

**STATUS:                         NON-EXEMPT**

**REPORTS TO:                    DIRECTOR OF CONTRACT MANAGEMENT**

**PURPOSE OF CLASSIFICATION**

The purpose of the classification is to perform skilled, semi-skilled, and manual work associated with maintenance/repair of RAD units and related facilities/equipment.

**ESSENTIAL FUNCTIONS**

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization. The essentials of the position include, but are not limited to, the following duties.

Performs maintenance/repair work involving plumbing, electrical work, mechanical maintenance, carpentry, painting, welding, pest extermination, general building maintenance, or other projects relating to RAD units and related facilities/equipment; performs work within designated timeframes and per established procedures; inspects completed work to ensure proper equipment operations and building conditions; removes trash or abandoned items from vacated apartments; notifies supervisor of any problems.

Performs various plumbing maintenance tasks, which may include repairing/replacing water/sewer mains, cleaning/repairing storm mains, unstopping/replacing waste lines, installing/replacing water pipes, replacing faucet washers, installing/repairing plumbing fixtures/drains, maintaining boilers and water heaters, or installing/replacing gas lines.

Performs various electrical maintenance tasks, which may include tracing/repairing electrical system shorts, rewiring electrical systems, replacing breakers, repairing/replacing light fixtures, replacing ballasts/bulbs, installing ceiling fans and exhaust fans, wiring condensing units and air handlers, replacing defective motors and switches, wiring pumps, or running cables/wires.

Performs various mechanical maintenance tasks, which may include repairing gas/electrical stoves and components, repairing refrigerators, repairing/installing air conditioning and heating systems and components, charges air conditioning units and refrigerators with freon, replacing compressors, cleaning air conditioning coils, replacing filters, replacing controls/switches,

replacing gaskets/hinges, repairing/replacing various parts or accessories, installing/repairing smoke alarms, or repairing clotheslines.

Performs various carpentry and construction tasks, which may include installing tile, carpet and other floor surfaces, hanging/finishing drywall, patching/repairing walls, repairing roofs/gutters, repairing/replacing siding, repairing brick and block, repairing ceilings, repairing/replacing doors and related hardware, repairing storm doors and window screens, replacing windows, or repairing/rebuilding cabinets and countertops.

Performs various welding tasks, which may include welding metal components, repairing broken welds/casings, fabricating/repairing handrails, fabricating/repairing storm screen, or repairing grounds equipment.

Performs various painting tasks, which may include protecting furniture and work areas from potential paint damage, applying protective paper/masking tape, spreading drop cloths, preparing surfaces for paint application, scraping surfaces, removing old paint, filling hole/cracks, cleaning/smoothing surfaces, selecting appropriate types/colors of paint/stain, applying coats of paint or other finishes to interior/exterior surfaces, climbing ladders/scaffolding, storing paints, or moving furniture/equipment.

Performs miscellaneous work associated with projects and work activities, which may include cleaning floors, cleaning common areas, cleaning central offices, setting up activity rooms for meetings/events, emptying trash bins, or lifting/moving heavy materials.

Operates a variety of machinery, equipment, and tools associated with department projects, which may include a utility truck, backhoe, tractor, pump, sewer jetter, welder, torch, freon recovery machine, drill press, table saw, miter saw, router, planer, drill, chain saw, saw, grinder, spray gun, spray can, rake, shovel, broom, ladder, meters, testing instruments, measuring devices, plumbing tools, electrical tools, refrigeration tools, carpentry tools, painting tools, power tools, mechanic tools, or hand tools.

Performs general/preventive maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, refueling vehicles, checking/replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Determines and gathers necessary materials/supplies to conduct projects and work activities; transports, loads and unloads various equipment and materials associated with projects and work activities.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Prepares or completes various forms, reports, correspondence, logs, work orders, vehicle maintenance reports, gas tickets, purchase requisitions, paint reports, and other documents.

Receives various forms, reports, correspondence, logs, work orders, blueprints, electrical diagrams, charts, procedures, manuals, reference materials, or other documentations; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, tenants, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Communicates via telephone, provides information and assistance; takes and relays messages; responds to requests for service or assistance.

### **ADDITIONAL FUNCTIONS**

May perform various vehicle maintenance tasks.

Provides assistance to other employees or department as needed; assists in conducting apartment inspections.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS:**

High school diploma or GED; supplemented by vocational/technical training in plumbing, electrical work, mechanics, refrigeration, carpentry, painting, welding, construction, or general building maintenance; supplemented by three (3) years previous experience and/or training that includes plumbing, electrical work, mechanics, refrigeration, carpentry, painting, welding, construction, or general building maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

### **PERFORMANCE APTITUDES**

**Data utilization:** Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are like or divergent from prescribed standards, procedures or routines.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the action of the same equipment, machinery, and/or objects.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**ADA COMPLIANCE:**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental condition, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, animal bites, disease, or pathogenic substances.

Marietta Housing Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

