



## **JOB DESCRIPTION**

### **MAINTENANCE MECHANIC I**

#### **Position Summary**

To perform skilled maintenance work in plumbing, electrical, structural systems/equipment, grounds maintenance, automotive and basic property upkeep.

#### **Major Duties and Responsibilities**

Performs skilled repair work on appliances, repairs and installs heaters, gas stoves, water heaters, valves and controls; trouble shoots and performs minor electrical repairs to include wiring. Makes repairs to doors, windows, ceilings, and exteriors of buildings, screens, windows, and doors. Repairs cabinets, fixtures, installation of doors, installation on locks, doorknobs and other building hardware. Installation of floor and ceramic tiles when needed, repairs sheetrock, prepares surfaces for painting and assists in applying various kinds of paint to the interior and exterior of the buildings; repairs and installs bathroom and kitchen fixtures and appliances; unstops drains and sewer lines; performs other related duties as required, such as inspections and move-out and periodic inspections for repairs. Helps keep inventory up to date. Manages and organizes assigned work orders efficiently; ensures that all work orders are completed in a timely manner. Assists Maintenance Director and other Maintenance personnel in the vacant unit turnaround function and ensures that the units are ready for re-occupancy as quickly as possible.

#### **Skills and Qualifications**

Knowledge of the standard methods, practices, tools, and materials of the trade. Knowledge of occupational hazards and safety precautions. Ability to work from verbal instructions. Ability to understand, interpret and follow company policies; ability to establish and maintain effective working relationships with employees and residents. All new employees must complete the NAHRO Managing Maintenance training and pass the proficiency exam within one year of employment.

#### **Education and Experience**

High School Diploma; 3 years of experience with the listed maintenance skills. Education may be substituted for 2 years experience. Any offer of employment will be contingent upon receipt of a satisfactory Criminal History Report, Driver's History and Drug Screen. Must have a valid GA Driver's License.

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**Crawfordville Property**  
301 Thompson Street  
Crawfordville, Georgia 30631

**Harlem Property**  
140 E. Milledgeville Road  
Harlem, Georgia 30814

**Thomson Property**  
219 Pecan Avenue  
Thomson, Georgia 30824

**Warrenton Property**  
PO Box 2  
Warrenton, Georgia 30828