



JOB ANNOUNCEMENT

Housing Authority of New Orleans

POSITION TITLE: Maintenance Mechanic – The Estates Housing Community

DEPARTMENT: Asset Management

DATE POSTED: 11/01/2024

CLOSING DATE: Until Filled

SALARY RANGE: **Salary Class I**
\$ 44,000 - \$ 54,900 Annually

[Click Here to Apply](#)

FLSA CLASS: Non-Exempt

SUMMARY

Under general supervision of the Maintenance Supervisor at The Estates Community, the Maintenance Mechanic is responsible for performing emergencies, preventive maintenance, and routine plumbing, electrical, appliance and HVAC repairs. The Maintenance Mechanic is responsible for the preservation of the Housing Authority of New Orleans' properties and operates within OSHA Standards.

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.

- Follows maintenance work schedules governing routine maintenance, preventive maintenance, building cleaning, floor maintenance, grounds maintenance, carpentry, and HVAC.
- Performs electrical and plumbing systems preventive maintenance tasks such as: inspecting plumbing fixtures for leaks and repairs, checking drain lines to ensure they are free of obstruction, checking appliances for proper operation, testing light switches and electrical outlets, and conducting ground fault detection tests.
- Install or rehabilitate fuse panels, and other central electrical distribution equipment. Inspect circuits; remove and replace defective wire(s) in equipment and/or systems, as necessary. Install conduit and pull wire to facilitate expanded electrical service as required.
- Responsible for plumbing tasks like repairing faucet washers, seats, stems, spigots, valves, and hardware; resetting commodes, tubs, and sinks; fixing water leaks; replacing and/or repairing flush valves or flush tank hardware; and unclogging drains and soil lines.
- Performs painting tasks, including preparing surfaces by patching plaster holes, sanding, scraping, or masking; painting with brushes, rollers, or sprayers; touch-up painting after work in an area; and spot painting metal surfaces for corrosion control, among other related tasks.
- Installs, repairs and replace floors and ceiling tiles.
- Performs carpentry work, including hanging doors and installing windows, replacing and repairing door and window hardware, re-glazing windows, installing and/or repairing cabinets and handrails; repairing roofs, gutters, and downspouts; replacing floor tiles and repairing carpet; and patching plaster walls and ceilings.
- Performs installation and maintenance for HANO owned air-conditioning systems, refrigerators, water heaters, and other major appliances.

- Inspects units, buildings and common areas, performing repairs and janitorial assistance as needed. Ensure storage areas and entrances are locked and adequate lighting in those areas is maintained.
- Assist in apartment move-in and move-out inspections and assist the Maintenance Manager or Community Manager in scheduling annual apartment inspections. Complete make-ready process of vacant apartments as directed by Manager.
- Keep accurate records regarding preventive maintenance, work orders, apartment refurbishing, annual inspections, inventories, purchase orders, and perform scheduled maintenance on all equipment based on the manufacturers operating manuals.
- Performs routine and preventive maintenance necessary to maintain the normal operation of building mechanical systems and equipment, as well as upkeep of grounds.
- Receives, processes, and completes all service requests in a timely manner.
- Assists with maintaining and keeping inventory of tools, supplies, and equipment.
- Troubleshoots maintenance and repair problems to determine methods and means of resolution.
- Performs maintenance and repair activities such as, but not limited to, performance and completion of work orders, scheduled/unscheduled maintenance and/or preventative maintenance, and grounds maintenance.
- Responds to 24 hour emergency maintenance when on call.
- Cleans out vacant units, and make units ready for new move-ins.
- Assists with preparing property and units for all HUD REAC inspections, HUD HQS inspections, and any other regulatory inspections, including participating in UPCS and HQS pre-inspections, ensuring that work orders are prepared, and that all identified maintenance and repair is completed prior to inspections;
- Operates, cleans, and maintains hand and power tools and equipment in performance of required tasks.
- Maintains all dwelling and mechanical equipment, including troubleshooting, replacement of component parts and/or referral to outside contractors for repair.
- Performs electrical, plumbing, carpentry, masonry, and painting repairs to ensure the ongoing maintenance of the building and grounds.
- Monitors the operation and maintenance of life, safety, and emergency support systems, including fire alarms systems, smoke and heat sensing devices, automatic sprinklers, water-flow alarms, corridor and stair pressurization systems, fire extinguishers, emergency power generators, emergency alarms and elevators.
- Classified as Tier 2 (two) staff as defined in HANO's Emergency Response Plan.
- Reports any observed deficiencies, problems or irregularities seen or found on the property to management; performs other duties as required and/or assigned including temporary assignments at other locations or doing other functions commensurate with the qualifications and knowledge of this position.
- Makes recommendations for purchasing products, supplies and equipment to lower costs and increase quality.
- Performs other duties as assigned including temporary assignments at other locations or doing other functions commensurate with the qualifications and knowledge of this position.

BEHAVIORAL COMPETENCIES

This position requires the incumbent to exhibit the following behavioral skills:

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors, and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers.

Effective Communication: Conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Initiative: Proactively seeks resolution to unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the duties of the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, and operational requirements as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Problem Solving: Identifies and resolves problems in a timely manner; gathers and analyzes information to develop alternative solutions; uses strong reasoning and conflict resolution skills.

Professional Behavior: Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

Reliability: Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Authority expectations. Performs work in a reliable manner that is both accurate and timely. Ensures a positive record of attendance.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Safety Awareness: Employee is cognizant of their surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Interpersonal Skills: Focuses on solving conflict; listens to others without interrupting and maintains confidentiality; Engages in active listening, collaboration, team building and leadership, communicating in a way that moves people and projects forward.

QUALIFICATIONS

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.

Job Competencies

- Ability to understand the workings of equipment and systems encountered on the job.
- Knowledge of tools and equipment is routinely required to perform the work associated with the position.
- Ability to perform maintenance and repairs related to the position.
- Ability to direct and control the activity of others.
- Ability to work with others.
- Ability to maintain a professional and courteous manner with residents, visitors, contractors, and other employees.

- Must be able to follow oral and written instructions.
- Knowledge of basic mathematics.
- Ability to lift fifty (50) pounds.
- Valid State of Louisiana driver's license. Must be able to drive under varying conditions. Eligibility for coverage under Authority fleet auto insurance.

Education and/or Experience

High school diploma or general education degree (GED). Four years of general maintenance and repair experience in the following areas: carpentry, plumbing, electrical, HAVAC and painting; or, any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved. Prefer completion of a formal apprenticeship program or technical school.

Technical Skills

Knowledge of building and equipment maintenance/repair techniques. Skill in applying building and equipment maintenance/repair technique. Skill in both verbal and written communication.

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, physical demands are moderately heavy. Noise level in the work environment is moderate. The employee will rarely lift over 150 lbs., occasionally lift 75-150 lbs., frequently lift 25-75 lbs., and constantly lift 1-25 lbs. There is frequent standing, walking, bending, stooping, squatting, kneeling, stair and/or ladder climbing involved in the performance of the job duties. Additionally, the employee will be required to push/pull equipment, appliances, open/close doors, and reach above shoulders, grasping, gripping, and handing tools and equipment.

Work Environment

Position generally works at the Agency's properties, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud. Required to work with cleaning solvents and maybe work around paint fumes and landscaping chemicals. Evening and weekend work may be required.

EEO POLICY STATEMENT

HANO provides equal employment opportunity to all individuals regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, religion, physical or mental disability, sex (including pregnancy, childbirth, or related medical conditions), gender identity, or gender expression results of genetic testing, or service in the military or veteran status or any other status protected under applicable federal, state or local law. Discrimination of any type will not be tolerated.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.