

Pine Ridge Marquette
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 Marquette, MI 49855
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Lake Superior Village
 1901 Longyear Avenue
 Marquette, MI 49855
 Phone: (906)225-1900
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Sharon Maki
 Executive Director
JOB DESCRIPTION

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|-----------------------------------|--|---|--|
| JOB TITLE | Maintenance Mechanic | Date of Last Modification | July 6, 2023 |
| Department | Maintenance | | |
| Reports to | Project Manager | | |
| Supervises | n/a | | |
| Salary | \$17.59/hr | | |
| Work Schedule | Full Time <input checked="" type="checkbox"/> | Part-Time <input type="checkbox"/> | |
| Status | Regular Position <input checked="" type="checkbox"/> | Temporary Position <input type="checkbox"/> | Sunset Position <input type="checkbox"/> |
| Wage and Hours Laws Status | Non-Exempt <input checked="" type="checkbox"/> | Exempt <input type="checkbox"/> | |
| Union Status | Union <input checked="" type="checkbox"/> | Non-Union <input type="checkbox"/> | |

MHC is an equal-opportunity employer. It considers all applicants without regard to race, color, national origin, religion or creed, gender, disability, marital status, familial status, age (over 40 years old), sexual orientation, and gender identity. MHC will also reasonably accommodate individuals with disabilities to allow them to apply for or perform the job's essential functions. Applicants needing accommodation for a disability should make their request to the Executive Director at least 24 hours in advance, if possible. 906-226-7559, extension 6.

PURPOSE OF POSITION:
 The purpose of this position is to make sure that MHC's properties are enjoyable places to live and work, efficient to operate, good neighbors and attractive assets to their neighborhoods. This position is responsible for the maintenance and repair of buildings and apartment units owned and or managed by Marquette Housing Commission. The work involves a combination of skills including those in the areas of plumbing, heating, electrical, painting, carpentry and customer service. The maintenance mechanic shall perform all these responsibilities in service to MHC's business mission to assist low-income households and other customers, and to do so in ways that strengthen communities and administrative excellence.

1. ESSENTIAL DUTIES AND RESPONSIBILITIES

1.1 MAINTENANCE AND REPAIR

- (a) Perform custodial services as required to maintain cleanliness standards;
- (b) Perform plumbing, electrical, drywall, carpentry, painting, and heating repairs;
- (c) Perform general maintenance on building systems;
- (d) Perform basic general custodial services associated with unit turnover, event preparation, or other activities;
- (e) Perform snow removal and groundskeeping services as required.
- (f) Make recommendations to the supervisor on the upkeep of buildings, grounds, equipment, and tools and assist in the development of a preventative maintenance program.

1.2 WORKFLOW

- (a) Coordinate workload with maintenance staff and supervisor on a daily basis to complete work orders and unit turnovers in a timely manner;
- (b) Ability to prioritize workload and /or take recommendations from colleagues.

1.3 GENERAL

- (a) Accompany MHC staff and/or outside personnel during their unit inspections/ visits as needed;
- (b) Provide site information and access to outside contractors as needed;
- (c) Answer inquiries from residents, staff, supervisors, and outside vendors;
- (d) Follow all safety policies and procedures of MHC.

1.4 EMPLOYEE RESPONSIBILITY TO MHC

- (a) Present a professional image as a representative of MHC;
- (b) Establish and maintain effective professional working relationships with co-workers, management, partner agencies, tenants, and the community;
- (c) Fulfill all duties and responsibilities with a high level of integrity, honesty, and adherence to agency policies and rules;
- (d) Maintain a high degree of confidentiality relative to the work performed.

TYPICAL QUALIFICATIONS:

2. POSITION REQUIREMENTS AND QUALIFICATIONS

2.1 EDUCATION LEVEL AND EXPERIENCE

Various combinations of education, experience, and training may qualify an applicant. The following is a typical way to be qualified.

- (a) High school diploma, GED, or equivalent experience;
- (b) Completion of Technical School or maintenance program and certification or equivalent highly desirable;
- (c) Three or more years of related maintenance of housing sites, facilities, or related fields are required.

2.2 KNOWLEDGE, SKILLS, AND ABILITIES

Possess or acquire and maintain a high level of expertise in the current and evolving principles and practices in the following areas;

- (a) Knowledge of and experience with the tools, materials, methods, standard practices and commonly associated with basic building, commercial, and residential renovation or maintenance;
- (b) Knowledge and demonstrated ability in the competencies with respect to (1) Maintenance (2) Plumbing, (3) Construction and Carpentry, (4) Electrical, (5) Heating systems, and (6) appliance repair;
- (c) Knowledge of occupational safety precautions, hazards, and Occupational Standards and Health Administration (OSHA) requirements pertaining to maintenance/operations;
- (d) Able to respond in a positive and timely way to maintenance requests, including emergencies;

- (e) Able to work a minimum of 40 hours per week and available for after-hours emergencies;
- (f) Able to communicate effectively both verbally and in writing;
- (g) Capable of managing competing demands and meeting productivity standards while handling frequent change, delays, and unexpected events;
- (h) Possess skills to organize and work independently in an environment of frequent interruptions;
- (i) Ability to engage a wide variety of people with a high level of professionalism, courtesy, and good humor, including but not limited to seniors, persons with disabilities, contractors, and professional colleagues;
- (j) Possess beginner-level competence in Microsoft Office products;

2.3 PRE-EMPLOYMENT VERIFICATIONS

- (a) Must have and maintain a valid driver's license with an acceptable driving record;
- (b) Must pass a criminal background screening;
- (c) Must pass a physical examination and drug screening.

3. PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here represent those that an employee must handle to successfully perform the job's essential functions. The job's activities occur in indoor office settings, in residential buildings, and outdoors.

- (a) Occasional standing, walking, sittings, handling tools or controls; reach with hands and arms, climbing stairs, balancing, stooping, kneeling, crouching or crawling, talking or hearing, lifting and/or moving up to 75 pounds.
- (b) Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus;
- (c) Operate various types of power tools, janitorial equipment, and other equipment commonly used to maintain residents' safe and sanitary living environment.
- (d) Work involves considerable exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises;
- (e) Work involves considerable physical activity. Requires heavy physical work, heavy lifting, pushing, or pulling required of objects up to 75 pounds.
Physical work is a primary (more than 70%) part of the job.
- (f) Work environment involves some exposure to hazards or physical risks, which require basic safety precautions.

SUPPLEMENTAL INFORMATION:

Notes:

The above job description is not comprehensive. The job responsibilities may include other duties. This job description does not constitute an employment agreement between MHC and the employee. MHC may change the job duties as it determines to be necessary or useful to meet its needs.