

# **Maintenance Mechanic**

## Island Elderly Housing, Inc.

### **General Description**

This position works within the Maintenance Department and requires broad knowledge and experience in all areas of maintenance: carpentry, interior and exterior painting, grounds maintenance, plumbing, heating, electrical and other systems work, as well as mechanical equipment used to maintain properties. All work performed must be in compliance with all occupational safety standards.

### **Essential Functions:**

1. Perform a wide variety of repairs and maintenance jobs for general building and grounds maintenance, apartment turnovers, common area maintenance, and office maintenance, including, but not limited to:
  - a. exterior grounds work
  - b. exterior and interior building maintenance work
  - c. exterior and interior repairs
  - d. painting
  - e. carpentry
  - f. minor electrical, plumbing, heating and mechanical other systems work
2. Diagnose and troubleshoot a wide variety of maintenance repairs and issues
3. Make appropriate decisions to resolve maintenance issues and problems
4. Perform daily, monthly and annual inspections and move in and move out inspections
5. Pick- up and delivery of supplies as necessary
6. Coordinate and conduct dump runs as necessary
7. Use and maintain mechanical equipment needed for building and site maintenance
8. Complete tasks and jobs as instructed by the Maintenance Director and within IEH standards
9. Work independently and cooperatively with other Maintenance Staff and employees
10. Maintain and complete all service records and any other documentation required
11. Work on-call for emergency coverage of all property sites
12. Work appropriately within the elderly and disabled populations
13. Apply occupational safety standards to all work areas and tasks
14. Adhere to agency policy on confidentiality

### **Qualifications**

- Ability to perform tasks that may require physical effort and exertion
- Ability to perform tasks that may be in difficult weather or construction conditions
- Excellent organizational skills, time management, and problem evaluation and completion skills
- Excellent teamwork skills
- Must be able to work under pressure
- Minimum of 3-5 years' experience in general building maintenance
- Must have own vehicle with current required registrations
- Current MA driver's license in good standing

### **Reports to:**

- Maintenance Director