1) POSITION TITLE: HVAC Maintenance Mechanic

2) NORMAL HOURS: 8:00 a.m. until 6:30 p.m., Monday through Thursday (Fridays Off)

3) RESPONSIBILITIES: (See Attached)

4) QUALIFIED PERSONS INTERESTED: Qualified employees should submit their resume and application to Human Resources. The application can be obtained from our website by clicking the link below.

Qualified external applicants can obtain a position description and application from our website, www.pchousing.org or at 200 16th Street. Resumes will only be accepted with a completed application.

Position will remain open until filled.

PHENIX CITY HOUSING AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, SEX (INCLUDING PREGNANCY), NATIONAL ORIGIN, AGE (40 OR OLDER), DISABILITY, OR GENETIC INFORMATION.
Phenix City Housing Authority
Position Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>HVAC Maintenance Mechanic - Specialty Crew</th>
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</thead>
<tbody>
<tr>
<td>Classification Title:</td>
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<td>Reports to:</td>
<td>Manager of Maintenance</td>
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<td>Department:</td>
<td>Central Office</td>
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<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<tr>
<td>Employment Status:</td>
<td>Full-Time</td>
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Summary

The primary purpose of this position is to repair, service, install, and maintain the Authority’s heating and air conditioning (HVAC) equipment. The incumbent repairs refrigerators or determines that refrigerators should be replaced. This position is responsible for establishing and implementing preventive maintenance programs for HVAC equipment. The incumbent maintains records associated with HVAC equipment and maintenance of equipment. This position oversees the work of maintenance personnel assigned to HVAC functions. The incumbent prepares records of work performed and supplies used. This position periodically serves as worker on call for emergency calls during periods in which no one is scheduled to work, such as nights, weekends, and holidays.

All activities must support the Phenix City Housing Authority (“PCHA” or “Authority”) mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Installs, services, and maintains the Authority’s heating, air conditioning, and refrigeration equipment.
- Repairs heating, cooling, and refrigeration equipment by replacing defective motors, breakers, pressure switches, wires, receptacles, belts, bearings, and filters.
- Calibrates systems and services and lubricates fans and motors.
- Repairs heating and air conditioning equipment by replacing thermostats or other minor parts.
- Maintains tools and equipment in accordance with trade standards.
- Assists in writing specifications for and responding to questions regarding HVAC equipment.
- Assists in the development of preventive maintenance program and scheduling in accordance with manufacturer’s recommendations and specifications.
- Troubleshoots refrigerators that are not working properly and determines source of problems.
- Repairs refrigerators as needed and recommends whether refrigerators should be repaired or replaced.
Phenix City Housing Authority
Position Description

▪ Recovers Freon and other refrigerants according to state law and local procedures.

▪ Directs the work of skilled and unskilled laborers assisting with HVAC projects.

▪ Performs maintenance tasks in apartments, when needed, and emergency service when on-call.

▪ Installs and repairs plumbing pipes and fixtures, such as toilets, sinks, drains, valves, and controls.

▪ Replaces appliances as needed and connects appliances in accordance with manufacturer’s requirements.

▪ Performs a wide variety of carpentry work, such as changing out countertops, re-hanging and adjusting doors, and repairing cabinets, as needed.

▪ Repairs and replaces floors, tiles, ceilings, etc.

▪ Locates and repairs minor electrical problems.

▪ Responds to emergency calls while off-duty and on-call.

▪ Participates in training new employees by demonstrating established procedures and practices and providing instruction as needed.

▪ Instructs Maintenance Assistants in a variety of tasks and ensures that tasks are completed in accordance with established practices and Authority procedures.

▪ Assists in establishing records of work performed by completing forms in accordance with established procedures.

▪ Requisitions supplies in order to keep truck stocked in accordance with established procedures.

▪ Performs other duties as assigned.

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

Job Knowledge: Demonstrates knowledge of techniques, skills, equipment, procedures, and materials. Applies knowledge to identify issues and internal problems; works to develop additional technical knowledge and 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: Manages 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: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; and listens effectively.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; is personally responsible for his/her actions and work product. Does fair share of work and maintains a record of acceptable attendance and punctuality.

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.

Safety and Security Awareness: Employee is cognizant of his/her surroundings and considers the safety of self and others. Employee protects the privacy of client data and sensitive information. Follows proper procedures in order to ensure occupational safety and data security. Identifies, communicates, and assists in the correction of any safety or data security concerns where appropriate.

Education and/or Experience

Associate’s Degree in HVAC and one (1) year of experience in installing, servicing, and maintaining HVAC equipment. Some experience in building or apartment maintenance work, including electrical, plumbing, and carpentry work preferred. An equivalent combination of education and experience may be considered. NOTE: This job requires the incumbent to be periodically on call, 24 hours per day, for a seven (7)-day period. Must possess an EPA Card for recovery of refrigerant, a valid Alabama driver’s license, and be insurable under the Authority’s plan.

Technical Skills

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

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.

To perform this job successfully, the employee is frequently required to travel to various Authority properties to perform maintenance work. Daily movements include sitting; standing; reaching and grasping; operating handheld tools and other machinery; moving about the properties; and attending onsite meetings and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to fifty (50) pounds.
Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position generally works on Authority properties, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud and the environment may be more hazardous than a standard office environment. This position may be required to work with contractors as well as Authority residents.

Read and Acknowledged

______________________________________ ______________________________________
Employee Signature    Date

______________________________________
Employee Name [printed]

______________________________________ ______________________________________
Approval of Appointing Authority  Date