

# PORTSMOUTH REDEVELOPMENT & HOUSING AUTHORITY

## POSITION VACANCY ANNOUNCEMENT

### *AN EQUAL OPPORTUNITY EMPLOYER*

ANNOUNCEMENT NUMBER: 10-08

DATE OF VACANCY: September 1, 2010

POSITION TITLE: Maintenance Mechanic I (HVAC)

LOCATION: Central Maintenance

DEPARTMENT: Maintenance Services

CLOSING DATE FOR PRHA EMPLOYEES: September 3, 2010

DATE POSITION WILL BE OPENED TO THE PUBLIC: September 1 – 15, 2010

SALARY: \$16.00/HR

TO APPLY, PLEASE CONTACT:

HUMAN RESOURCES OFFICE

801 WATER STREET-SUITE 200

PORTSMOUTH, VA 23704

(757) 391-2930

(800) 545-1833 Ext. 869 (TDD ONLY)

(757) 393-3723 FAX

Website: [www.prha.org](http://www.prha.org)

E-mail Address: [Prhajobline@Prha.org](mailto:Prhajobline@Prha.org)

#### **GENERAL STATEMENT OF DUTIES:**

Performs responsible skilled work in one or more of the building trades: the maintenance, renovation and repair of buildings, building equipment, grounds and grounds equipment or fixtures, specializing in Heating Ventilation and Air Conditioning (HVAC). Work assignments are performed under the general supervision of the Maintenance Supervisor, Maintenance Chief or Maintenance Crew Leader. May be assigned limited supervisory duties over support and employees.

#### **EXAMPLES OF WORK:** (Illustrative Only)

- Performs a variety of maintenance tasks and general repairs in one or more of the building trades specializing in one or more crafts, such as: installation of downspouts, guttering and minor roof repairs and repair of windows, window screens and storm doors.
- Install/repair kitchen cabinets, sinks and hang doors.
- Performs plaster and drywall repairs.
- Performs carpentry, mechanical and minor plumbing and electrical repairs.
- Performs paint preparations and operations.
- Repairs furnaces, heat pumps and other HVAC equipment.
- Completes work performance documents, i.e.: work requests and man-hour accounting forms.
- Estimates type and amount of materials needed for job.
- Troubleshoots a variety of maintenance problems.
- Maintains equipment in clean and orderly condition.
- Performs general janitorial duties.
- Observes all safety rules and regulations.
- Job duties, responsibilities, specifications, and other job aspects may be changed as needed; performs other duties as assigned.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of common methods, materials, tools and equipment used in the building trades.
- Working knowledge of Geo Thermal, Heat Pumps, Air-to-Air and Water-to-Air heating and air conditioning systems.
- Possess general knowledge of applicable code requirements and standards.
- Ability to work from plans and specifications.
- Ability to deliver maintenance services specifically related to the manufacture and/or installation of guttering, downspouts, screen doors, windows, roof repair and aluminum siding.
- Ability to install compressors, "change out" condenser units and air handlers and all other aspects of HVAC.
- Must be familiar with the use of maintenance equipment, hand and power tools and equipment of the trade and ability to instruct others in the same.
- Must provide own hand tools and care for tools and equipment of the trade.

#### **SPECIAL REQUIREMENTS:**

- Ability to execute work assignments diligently and conscientiously without close supervision.
- Ability to work independently in the absence of specific instructions and under pressure and with time restraints.
- Dependability in attendance.
- Must have the ability to understand and follow oral and written instructions.
- Ability to communicate clearly and show good judgment according to Authority policies and procedures.
- Ability to interact effectively, professionally and with courtesy with staff, co-workers, residents and the general public.
- Promotes a positive image of the Authority by establishing and maintaining to the greatest extent possible a viable and positive working relationship with co-workers, local agencies and all appropriate agencies of the City with which the Authority may come in contact.
- Must be available to work during emergencies and other unscheduled working hours.
- Employee's medical competency to wear a respirator while performing certain jobs is required; beard may have to be shaved.

#### **PHYSICAL REQUIREMENTS:**

- Sufficient manual dexterity to allow operation of a variety of maintenance power equipment and tools.
- Ability to lift, reach, pull or push supplies and equipment up to a weight of 50 pounds.
- Ability to operate vehicles equipped with a manual transmission.
- Ability to stoop, kneel, bend, stretch, crawl and climb a ladder, etc.
- Ability to physically access apartment dwellings.
- Ability to move, carry and/or operate objects and materials such as pencils, legal pads, etc.
- Ability to perform job assignments in inclement weather.
- Ability to operate an automobile and be insurable by an automobile insurance carrier and possess and maintain a valid Commercial Driver's License issued by the Commonwealth of Virginia throughout duration of employment or possess a Commercial Driver's Instruction Permit with the ability to obtain a Commercial Driver's License within 6 months from date of hire.

#### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Any combination of education equivalent to graduation from high school or vocational study in one or more of the building trades specializing in HVAC. Four years experience in one or more of the building, mechanical and HVAC trades.

**THE PORTSMOUTH REDEVELOPMENT AND HOUSING AUTHORITY RESERVES THE RIGHT TO CLOSE OR WITHDRAW THIS POSITION AT ANY TIME.**

For applicants that require special accommodations in order to apply for positions, please contact the Human Resources Department at (757) 391-2930 for assistance.

**ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, COLOR, DISABILITY OR NATIONAL ORIGIN.**