

**PASCO COUNTY HOUSING AUTHORITY  
MAINTENANCE MECHANIC ASSISTANT**

**NATURE OF WORK:**

The incumbent of this class performs unskilled and semi-skilled maintenance and repair tasks. The incumbent of this position receives work direction and guidance from a maintenance mechanic or other supervisor on work associated with the maintenance and repairs to buildings, apartments, grounds, and equipment.

**MAJOR FUNCTION:**

The incumbent of this class performs unskilled and semi-skilled maintenance and repair tasks on buildings, apartments, grounds, and equipment. He/She is required to demonstrate rudimentary knowledge of basic heating, carpentry, painting, plumbing, and electricity in the performance of responsibilities.

**AREAS OF RESPONSIBILITIES:**

Performs minor maintenance repair tasks to heating systems such as draining expansion tanks, cleaning burners, checking water levels, sealing pipe joints, etc.

Performs minor plumbing tasks such as changing a faucet washers, stems, seats, etc., and repairing toilets by changing tank bulbs, overflow tubes, guide wires, etc.

Performs very minor electrical tasks such as resetting circuit breakers, changing plate covers on switches and outlets, replacing light bulbs, globes, etc.

Repairs window shades by measuring and cutting them.

Performs routine maintenance and repairs to buildings, furniture and fixtures.

Performs pest control tasks to control insects and rodents.

Performs floor-tile patching installation by removing the old tile, scraping down the floor surface to remove old cement, applying cement or glue to the floor surface and then laying the tile properly.

Performs minor building and grounds maintenance and repairs through the use of such tools and equipment as common hand tools, glass cutters, wrenches, pipe cutters, drain augers, shovels, rakes, lawn mowers, caulking guns, trowels, etc.

Assists in moving heavy objects such as refrigerators, stoves, etc.

Performs maintenance of grounds by cleaning up debris, mowing lawns, raking grass and leaves, trimming shrubs and trees, etc.

Performs all other related duties as assigned by the Maintenance Foreman and/or Executive Director.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

(An incumbent may/may not possess all of the following qualifications.)

Very basic understanding of heating, plumbing and electricity.

Knowledge of materials and equipment used in building and grounds maintenance.

Skilled in the use of and tools and equipment generally used in building and grounds maintenance.

Ability to perform basic maintenance and repairs of buildings, grounds and equipment.

Ability to perform minor heating and plumbing repairs.

Ability to operate pest control chemicals and equipment.

Ability to operator motor vehicles (pick-up truck and small dump truck).

Ability to follow or and written instructions.

Ability to lift heavy objects.

Must be aware of and willing to abide by all appropriate safety procedures.

**DESIRABLE EXPERIENCE AND TRAINING:**

Graduated from a standard high school or possession of a GED certificate.

**SPECIAL NECESSARY REQUIREMENTS:**

Possession of a valid Florida State Driver's License at all times and the ability to be insured by the Authority's auto insurance carrier. The employment will be terminated if the license is suspended or revoked.

Must be capable of being bonded.

By signing below, I am stating that my job description was explained to me and I understand my responsibilities. I also understand that my annual merit increase will be based on the performance of my duties.

\_\_\_\_\_  
Maintenance Mechanic Assistant      Date

\_\_\_\_\_  
Executive Director

Revised February 25, 2003

**Approved by the Board of Commissioners November 30, 1994.**