

Job Title: Apartment Maintenance Mechanic	Full Time: 40 hours per week + on call	Petra Community Housing (PCH)
Department: Facilities	Range: \$15.40 to \$20.20 Hour*	APM 2020

Position Overview

The Apartment/maintenance Mechanic works under the general supervision of the Facilities Coordinator for the overall maintenance of the apartment complex and all areas related to the day-to-day maintenance operations of the community. Essential duties include but are not limited to:

Essential Job Functions

- Perform various basic electrical, plumbing, carpentry, masonry and painting tasks
- Perform preventative maintenance program tasks
- Perform external grounds work
- Perform apartment and systems inspections
- Perform Janitorial duties as required
- Perform Snow and ice removal (required)
- Respond to 24 hour emergency maintenance requests as necessary

Knowledge and Skills

- Understanding of building equipment systems
- Able to perform standard property maintenance tasks involving carpentry, plumbing, electrical, lawn care, and painting.
- Reliable and able to work independently.
- Ability to record tasks completed and supplies inventory in writing and via computer.

Requirements

- High School Diploma or GED Required
- Valid Driver's License and Reliable Transportation Required
- Physical stamina to perform duties
- **Must reside within 15 miles of Petra properties.**
- Background check and drug screening mandatory.
- Positive approach to work in association with other team members
- Teachable –willing to learn new skills

* Wage will be assigned commensurate with experience and certified skills
 Health, Dental, Life and 401k benefits available after waiting period

NOTE: This job description is not intended to be all inclusive.