



1. JOB VACANCY ANNOUNCEMENT	
TO:	All eligible and interest parties
DATE:	August 20, 2025
JOB TITLE/STATUS/LOCATION	Maintenance Mechanic 1
SCHEDULE:	Monday – Friday, 8:00 am – 4:30 pm <i>Some holidays and weekends will occasionally be worked</i>
PAY RATE:	\$25.81 per hour
DEADLINE TO APPLY:	Until filled

REPORTS TO: Foreman

PURPOSE FOR THE POSITION: To support the mission of providing a decent, safe, and sanitary environment for all residents and employees.

GENERAL JOB DESCRIPTION: This is a technical position requiring rudimentary knowledge of plumbing, electricity, masonry, carpentry and other skills associated with the building trades. Duties require trouble shooting skills, repairs and replacement of equipment, machinery, and components of plumbing and electrical systems.

MAJOR DUTIES AND RESPONSIBILITIES:

Repair electrical appliances.
Correct home electrical problems.
Replace doors and windows.
Perform routine maintenance of machinery and equipment.

ANCILLARY DUTIES:

Assist maintenance personnel who are doing more complex repairs.
Instruct Custodians and Maintenance Aides for educational purposes.
Other duties as assigned.

[For a detailed overview of the various maintenance functions and position required the corresponding skill, see the functional analysis matrix.]

KEY COMPETENCIES:

Possess a valid Pennsylvania Driver's License.
Capable of lifting at least 50 pounds.
Ability to communicate effectively in English.

(REVISED OCT 2020)