Job Description
Anniston Housing Authority
Maintenance Mechanic

Department: Property Management **Date:** 6-25-2026

Reports To: Maintenance Supervisor **FLSA:** NE
Director of Maintenance and Modernization

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Position Summary

The Maintenance Mechanic performs skilled maintenance, repair, and preventive maintenance activities to ensure Housing Authority properties remain safe, functional, and well-maintained. This position is responsible for responding to work orders, completing unit turnover repairs, conducting inspections, and maintaining building systems and grounds. The Maintenance Mechanic provides quality customer service to residents while ensuring compliance with Housing Authority policies, applicable building codes, safety regulations, and federal, state, and local requirements.

Essential Duties and Responsibilities

The following duties are representative of the position but are not intended to be all-inclusive.

- Complete assigned preventive, corrective, and emergency maintenance work orders accurately and within established timeframes.
- Perform skilled repairs and maintenance involving plumbing, electrical, HVAC, carpentry, roofing, drywall, flooring, painting, doors, windows, locks, cabinets, and general building systems.
- Install, troubleshoot, repair, and maintain residential appliances, fixtures, and mechanical equipment.
- Prepare vacant units for occupancy by completing unit turnover inspections, repairs, and renovations.
- Diagnose maintenance issues and determine appropriate repair methods using accepted trade practices.
- Repair and maintain water distribution systems, sewer lines, gas lines, electrical systems, and HVAC equipment.
- Inspect buildings, common areas, and grounds to identify maintenance needs, safety hazards, code deficiencies, and property damage.
- Perform preventive maintenance on Authority-owned equipment, vehicles, tools, and machinery.
- Conduct pest and termite inspections, document findings, and coordinate corrective action through supervisors or contracted vendors.
- Maintain accurate records of completed work, materials used, inspections performed, and maintenance activities utilizing paper or electronic work order systems.
- Safeguard Housing Authority property, equipment, tools, and vehicles.
- Report hazardous conditions, maintenance deficiencies, resident concerns, and emergency situations promptly to management.

- Assist with emergency maintenance response, including after-hours or on-call assignments as required.
- Support modernization, renovation, and capital improvement projects.
- Work collaboratively with contractors, vendors, inspectors, residents, and Housing Authority staff.
- Maintain a professional appearance and provide courteous, respectful customer service to residents and visitors.
- Perform other related duties as assigned.

Knowledge, Skills, and Abilities

Successful candidates should demonstrate the ability to:

- Apply working knowledge of carpentry, plumbing, electrical, HVAC, drywall, painting, roofing, flooring, appliance repair, and general building maintenance.
- Safely operate hand tools, power tools, diagnostic equipment, and maintenance machinery.
- Read and interpret blueprints, schematics, specifications, manuals, and work orders.
- Troubleshoot maintenance problems and implement effective repair solutions.
- Understand applicable building codes, OSHA safety standards, and safe work practices.
- Prioritize multiple assignments while meeting deadlines.
- Maintain accurate maintenance records and complete required documentation.
- Communicate effectively both verbally and in writing.
- Work independently with minimal supervision while functioning effectively as part of a team.
- Build and maintain positive working relationships with residents, coworkers, contractors, and the public.
- Exercise sound judgment and maintain confidentiality when appropriate.

Physical Requirements

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The position requires the ability to:

- Frequently lift, carry, push, or pull materials weighing up to 50 pounds and occasionally lift more than 75 pounds with appropriate equipment or assistance.
- Move appliances, doors, building materials, and maintenance equipment using dollies, appliance hand trucks, and other lifting devices.
- Climb ladders, scaffolding, and stairs while performing maintenance work.
- Crawl, kneel, bend, stoop, crouch, and work in confined spaces such as attics, crawl spaces, and utility areas.
- Stand, walk, and perform physically demanding work for extended periods.
- Work indoors and outdoors in varying weather conditions, including heat, cold, rain, humidity, and dusty environments.
- Operate Housing Authority vehicles, trucks, trailers, and maintenance equipment safely.

Minimum Qualifications

- High school diploma or GED preferred; equivalent combination of education and experience will be considered.

- Minimum of three (3) years of progressively responsible experience in one or more skilled trades including plumbing, electrical, HVAC/refrigeration, carpentry, or general building maintenance; or an equivalent combination of training and experience.
- Demonstrated ability to perform a broad range of residential or commercial maintenance repairs.
- Valid driver's license with an acceptable driving record.
- Must be insurable under the Housing Authority's automobile insurance policy.
- Ability to successfully complete required background screening and pre-employment requirements in accordance with Housing Authority policy.

Preferred Qualifications

- Technical or vocational training in a skilled trade.
- EPA Section 608 Refrigerant Certification.
- HVAC, electrical, plumbing, or other trade certification or license.
- Experience in public housing, multifamily housing, apartment maintenance, facilities maintenance, or property management.
- Experience using computerized maintenance management systems (CMMS) or electronic work order software.
- Forklift, aerial lift, or other equipment certifications.

Working Conditions

The Maintenance Mechanic routinely works in occupied residential units, vacant apartments, maintenance shops, and outdoor environments. Work may involve exposure to electricity, chemicals, dust, mold, insects, extreme temperatures, and other conditions associated with maintenance operations. Personal protective equipment (PPE) must be worn as required.

This job description is intended to describe the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Management reserves the right to modify, assign, or reassign duties and responsibilities at any time to meet organizational needs.