



Maintenance Mechanic

Lake Metropolitan Housing Authority is seeking a Maintenance Mechanic. Lake Metropolitan Housing Authority (Lake MHA) administers housing assistance for approximately 1,500 families throughout Lake County. This consists of two federal housing programs, the Housing Choice Voucher Program (formerly known as Section 8), and the Multifamily Program, which consists of 3 subsidized properties in Painesville, Ohio. These programs offer low and moderate-income households the opportunity to rent affordable, decent, and safe housing. More importantly, Lake MHA provides these households with a stable living environment for them to work toward economic self-sufficiency.

The Maintenance Mechanic performs a variety of semi-skilled and skilled building and grounds maintenance and repair activities to ensure the upkeep of agency property. Repairs and maintenance are performed in accordance with all state and local codes and program regulations and includes plumbing, electrical, carpentry, HVAC, drywall, paint, carpets/flooring, exterior masonry, and landscaping. The Maintenance Mechanic also cleans and prepares vacant units for occupancy; interacts professionally with residents, landlords, public officials, and staff; and performs all work in a safe manner.

Qualifications

- High School diploma/GED plus three (3) years of experience in the skilled maintenance of buildings and grounds, or comparable trade experience. Will consider an equivalent combination of education and experience to meet the required knowledge, skills, abilities, and competencies of the position.
- Must possess a valid driver's license and become and remain insurable in accordance with the organization's vehicle insurance policy.
- Must be able to obtain and maintain EPA certification in the proper handling of refrigerants and other chemicals within 1 year of employment.
- Prior experience performing and managing building & grounds maintenance, including preventive maintenance programs, HVAC, plumbing, electrical, appliances, cabinetry, drywall, paint, and flooring.
- Ability to prepare accurate documentation; understand and work from sketches; and a strong focus on safety.
- Ability to use ladders, power and shop tools; perform light to heavy manual labor for extended periods of time; work in adverse weather conditions (i.e., snow removal); and ability to lift 50 pounds.
- Demonstrated ability to work with a variety of individuals in a professional and courteous manner.
- Must be available to respond to after-hours emergencies 24 hours a day, 7 days a week on a rotating on-call basis. The position requires local automobile travel to all the agency's sites within Lake County.
- Legally compliant, confidential, and ethical conduct, while living the values of teamwork and maintaining a customer-centered focus.
- Ability to use Microsoft Outlook and agency software.

In addition to competitive salaries, Lake MHA offers an excellent benefits package including medical, dental and vision coverage; PTO and paid holidays; compressed work week; life insurance and short-term disability insurance; tuition reimbursement; Ohio Public Employee Retirement and deferred compensation. Please note that Lake MHA does not participate in Social Security.

Equal Opportunity Employer
Please no walk-ins or telephone calls.

To apply, send resume to:
tlee@lakemetrohousing.org

or

Lake Metropolitan Housing Authority
Attn: Theresa Lee, Director of Housing
189 First Street
Painesville OH 44077