



Position Description

Must be a resident of Marion County, Indiana

Position Title: Maintenance Mechanic	Department: Environmental Services
Supervisor's Title: Chief of Staff	FLSA Status: Non - Exempt

POSITION PURPOSE

The Maintenance Mechanic is responsible for performing highly skilled maintenance services, including plumbing, HVAC, electrical, and carpentry installation and repair on CTT property and equipment.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To be successful in this role, an individual must be able to perform the functions listed below satisfactorily. The Township will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Performs work on heating, ventilation, air conditioning, and refrigeration systems.
- Build walls, ceilings, or floors out of wood, metal studs, or joints; hang drywall, tape seams, and sand before painting.
- Performs maintenance, repair, and servicing of plumbing, electrical, and mechanical systems and appliances.
- Patch and repair roofing shingles and damaged flashing on one-story dwelling units to abate emergency leaks and damages.
- Repair or replace pipes, including inside walls, ceiling, and floors.
- Repair and replace commercial and residential commodes, face bowls, toilets, urinals, tubs, showers, control valves, and other plumbing fixtures.
- Practice safety precautions and is always safety conscious
- Performs work on heating, ventilation, air conditioning, and refrigeration systems.
- Roll, brush, and spray paint, re-plaster damaged plastered walls, and apply texture and popcorn finishes/coatings on walls and ceiling areas using or operating hoppers and paint spraying equipment.
- Checks for and corrects gas or water leaks or other problems. Repair or replace furnace units, plenums, duct work and accessories, a/c condenser units, A-coils, and case coils, sump and water circulating pumps.
- Remove and replace damaged circuit breakers and burned wires, replace wire for branch circuits from electrical service panels to new or existing components or other apparatus.

- Performs all key duties of a Maintenance Mechanic, including assisting in general Environmental Services duties.
- Make recommendations and collaborate with vendors and/or contractors to obtain quotes, needed products, materials, and/or complete repairs.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no direct reports.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience:

- Requires a high school diploma or GED. Trade school diploma/certificate desirable
- Requires a valid driver's license, good driving record, and automobile insurance.
- A minimum of five (5) years of experience and/or certified training in maintenance repair activities is preferred. A minimum of three (3) years' experience in HVAC maintenance and repair.
- Previous experience, preferably in a similar position and with a property management entity, is preferred.
- Thorough knowledge of heating, ventilation, and air conditioning, Maintenance Mechanic equipment and systems. Working knowledge of basic building systems and mechanical trades.
- Desired experience with maintenance and repair contracts.
- Desired certification in one of more of the following: Facilities Maintenance, HVAC/R, CMM, CMOT, CIMM, CMT, or CMP.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below represent the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. The Township will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- Ability to complete documentation and maintain accurate records
- Process a high level of organizational skills
- Some knowledge of maintenance and minor repair of gasoline operated equipment.
- Takes all steps possible to ensure property conservation. Make recommendations to improve property conservation.
- Ability to build rapport with a diverse range of clients, vendors, and contractors.
- Knowledge of repair search strategies and building maintenance technologies.
- Proficiency with computer and data entry.

PHYSICAL DEMANDS

The physical demands described here represent those an individual must meet to perform the essential functions of this job successfully. The Township will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Ability to stand and sit for extended periods of time.
- Ability to kneel/bend and lift up to 50 pounds and occasionally up to 100 pounds with assistance.
- Strong sensory skills include good hearing, dexterity, feeling, and good eyesight
- The noise level in the work environment is moderate to high
- Maintains personal/professional competency and works to create an environment of courtesy, respect, dignity, enthusiasm, and a positive attitude in all interactions both internal and external to the organization.

To apply please send resumes to humanresources@centergov.org

Or contact:

Joyce Redeemar

Human Resources Director

317.633.3610 Ext. 3274