

SENIOR INSPECTOR MECHANIC
(Rochester Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: This is a skilled worker position involving performing and directing varied building maintenance and repair tasks and conducting visual inspections to assess the condition of residential units. An incumbent of this position performs and directs tasks that encompass several of the mechanical or construction trades, with emphasis on carpentry and plumbing repairs. Inspection activities focus on determining if residential units are in compliance with maintenance standards and initiating preventive maintenance or repair work. A Senior Inspector Mechanic provides direction to a small number of maintenance workers and laborers. General supervision is received from the Housing Management Coordinator. Related work is performed as required.

TYPICAL WORK ACTIVITIES:

- Inspects occupied and vacant housing units to determine their condition and to identify needed maintenance or repairs;
- Prepares work orders to initiate maintenance and repairs that are beyond the scope of inspection visits;
- Performs minor repairs during inspection visits;
- Performs the more difficult and complex work involving rough and finished carpentry, and cabinet making;
- Performs the more difficult and complex tasks in the installation, maintenance, and repair of plumbing systems and fixtures;
- Performs activities involving the installation, maintenance, repair, and replacement of various hardware, including lock mechanisms;
- Performs various tasks relating to the mechanical or construction trades (e.g., sheet metal fabrication, equipment repair and maintenance, electrical work, masonry) as necessitated by a particular problem or project;
- Provides direction and on-site supervision to maintenance mechanics and laborers;
- Completes simple reports and logs regarding inspection and maintenance activities;
- Confers with supervisor to exchange information and to discuss problem situations related to housing unit maintenance and repair;
- Determines schedule for inspections based on established criteria and contacts appropriate staff persons to arrange for the notification of tenants.

ENTRY LEVEL KNOWLEDGES, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices of building maintenance and repair, especially as related to multiple residential units;
- Knowledge of the construction and mechanical trades, including common practices, tools, terminology and accident-prevention measures;
- Ability to perform difficult and complex tasks in one or more of the mechanical or construction trades;
- Ability to understand building construction plans, specifications, and rough sketches;
- Ability to follow oral and written directions;
- Ability to complete simple written forms, logs, and reports;
- Ability to evaluate the condition of units and to identify maintenance or repair needs;
- Ability to direct others;
- Ability to work independently;

ENTRY LEVEL KNOWLEDGES, SKILLS, AND ABILITIES continued:

- Physical condition commensurate with the demands of the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES:

- Knowledge of standards pertaining to the condition of RHA's residential units;
- Knowledge of the criteria affecting the priorities of inspections and maintenance activities;
- Ability to direct the work of maintenance personnel.

MINIMUM QUALIFICATIONS:

High school diploma or Equivalent **PLUS:**

- A. Three (3) years of experience as a skilled worker in one or more of the mechanical or construction trades (such as carpentry, plumbing, masonry, and HVAC technology);

OR

- B. A certificate or diploma from a technical training program in the construction or mechanical trades and two (2) years of experience as a skilled worker in one or more trades.

*Where education is lacking, experience requiring the completion of written reports and forms may substitute, with six (6) months of experience equaling one (1) year of education. Such experience may be included in or separate from the trades experience required above.

SPECIAL REQUIREMENT:

Possession of a valid New York State Class 5 Driver's license at time of appointment.

ADOPTED: JANUARY 2, 1992