



December 1, 2020

Job Posting:

Indeed
LRHA Website

MAINTENANCE MECHANIC I - full-time position

Summary

The primary purpose of this position is to provide assistance for maintenance tasks performed on LRHA housing sites and grounds. The incumbent assists with general repairs to the interior and exterior of Authority buildings, including electrical, gas, plumbing, carpentry, painting, and grounds keeping duties, in response to work orders generated by service requests or unit inspections.

All activities must support the Lynchburg Redevelopment and Housing Authority (“LRHA” or “Authority”) mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties and skills may be required and assigned, as needed.

- Maintains LRHA grounds, parking areas, sidewalks, and fence lines, including removing and disposing of debris, trash, and furniture; cleaning roofs, gutters and ditches; installation; replacing and repairing clothesline poles and wash lines; installing or repairing steps, sidewalks, fences and other non-dwelling equipment; and patching potholes.
- Assists with carpentry repairs to damaged walls, roofs, woodwork, floors, gutters and downspouts, garage doors, fences, gates, windows, cabinets, doorbells, and interior and exterior doors; replaces fixture if it cannot be repaired.
- Uses brushes, rollers and airless spray equipment to apply the required number of coats of paint, enamel, varnish, lacquer, or other protective or decorative material on a variety of surfaces, including wall and ceiling board, wood, metal, plaster, stucco, concrete, or brick.
- Assists with repairs to plaster, patches old plaster, and removes loose plaster in Authority properties.



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- Assists with repairs or replacements to wiring and parts for electrical outlets, switches, light fixtures, and breaker switches and fuses; checks for and repairs gas leaks.
- Assists with repairs or replacements to plumbing fixtures and fittings, including but not limited to: showers, faucets, drains, sewer lines, toilets, sinks, water heaters, and water pumps.
- Cleans vacant apartments, LRHA offices, community rooms, and bathrooms using various cleaning tools and equipment; maintains maintenance shop and outlying storage areas; cleans and makes minor repairs to household appliances, LRHA tools, and equipment.
- Removes, stores, transfers and discards abandoned tenant belongings from vacated apartments.
- Assists with vacant unit turnover duties, including overall cleaning, replacing locksets and making minor electrical and wall/ceiling repairs; replaces toilets, appliances, drains, ceiling fans, and outlets as needed; ensures all items on make-ready sheet are completed to LRHA standards.
- Secures vandalized or abandoned units.
- Installs signs including, but not limited to, handicap parking, parking lot, and directional signs, office signs, and apartment addresses.
- Performs scheduled cyclical maintenance duties including, but not limited to, replacing smoke detector batteries and replacing HVAC filters.
- Maintains communication regarding maintenance issues with customers and LRHA personnel; reports problems regarding unsafe or unsatisfactory conditions to supervisor.
- Responds to work orders submitted by tenants or Authority staff members, and completes all assigned work in a timely manner.
- With prior supervisory notice and approval, may work emergency and after business hours.
- Performs other duties as assigned.

Education and/or Experience

High school diploma or GED, or trade or vocational school certification, focusing in carpentry, plumbing, and electrical repairs, and at least two years of related experience in construction or building maintenance. An equivalent combination of education and experience may be considered.

Must possess a valid driver's license and be insurable under the Authority's plan.

Hourly rate dependent upon experience is the following range: \$15.67/hour - \$23.45/hour. Outstanding benefits package. Resumes should be submitted by email to mfr@lynchburgva.gov or Lynchburg Redevelopment and Housing Authority, 918 Commerce Street, Lynchburg, VA 24504. Resumes will be accepted until position is filled.

LRHA is an Equal Employment Opportunity Employer