

Job Title: Maintenance Mechanic

Employer: Pottsville Housing Authority

Location: Pottsville, Pennsylvania

Employment Type: Full-Time (with on-call responsibilities)

Position Summary:

The Pottsville Housing Authority is seeking a skilled and reliable **Maintenance Mechanic** to perform a variety of maintenance, repair, and preventive work within our public housing communities. This position supports the Authority's mission to provide safe, decent, and sanitary housing in compliance with **HUD regulations and Public Housing standards**.

The Maintenance Mechanic is responsible for maintaining Authority properties, ensuring all equipment, systems, and units are in good working order and meet federal, state, and local housing standards.

Key Responsibilities:

- Perform general maintenance, repairs, janitorial and preventive work on Authority buildings, apartments, and common areas (e.g., electrical, plumbing, HVAC, carpentry, painting, and groundskeeping).
- Respond to work orders efficiently and maintain accurate records of completed tasks.
- Diagnose, troubleshoot, and repair systems and equipment according to HUD and PHAS (Public Housing Assessment System) standards.
- Ensure compliance with applicable building codes, safety regulations, and Authority policies.
- Participate in regular inspections of housing units and facilities; identify maintenance needs and safety issues.
- Perform emergency and on-call maintenance work as required, including nights, weekends, and holidays.
- Assist in preparing vacant units for occupancy, including cleaning, painting, and making necessary repairs.
- Maintain inventory of tools, materials, and supplies; report shortages and damage as needed.
- Provide courteous and respectful customer service to residents and staff.
- Maintenance is expected to perform other duties as assigned by the Executive Director for the continued well-being and safety of the property and general operation of the Housing Authority.

Qualifications:

- High school diploma or GED required.
- Minimum of 5 years of experience in maintenance, construction, or building trades.
- Working knowledge of carpentry, plumbing, electrical, heating systems, and basic appliance repair.

- Valid Pennsylvania driver's license and the ability to respond promptly to on-call emergencies.
- Certification in HVAC, plumbing, or electrical work is preferred but not required.
- Ability to read and interpret blueprints, maintenance manuals, and safety procedures.
- Must be able to lift up to 75 lbs. and work in varied weather conditions.
- Strong attention to detail, time management, and problem-solving skills.

Work Schedule and Compensation:

- Regular business hours, Monday–Friday
- Required participation in an **on-call rotation** for emergency maintenance after hours, weekends, and holidays.
- Competitive pay commensurate with experience, plus benefits including health insurance, retirement plan, paid holidays, and vacation.

How to Apply:

Submit a completed application to:

Pottsville Housing Authority

Attn: Executive Director
410 Laurel Boulevard
Pottsville, PA 17901

Applications and Resumes (optional) will be accepted until the position is filled.

Equal Opportunity Employer:

The Pottsville Housing Authority is an Equal Opportunity Employer and complies with all applicable federal and HUD requirements. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or veteran status.