**MHA HVAC Technician/Mechanic**

The Malden Housing Authority (MHA) is seeking to fill one (1) HVAC Technician/Mechanic position to work at MHA’s federal and state assisted public housing developments. This forty (40) hour/week, full-time position will pay the wage rate published by the MA Department of Labor Standards Annually, and as same may be revised during the full term of said employment, currently **$47.00/hour**, and provide paid vacation/personal/sick time benefits in accordance with MHA’s Personnel Policy. The HVAC/Mechanic is also a Member of the Malden Retirement Board which is overseen by the MA Public Employee Retirement Administration Commission.

**Job Summary**

The MHA’s HVAC Technician/Maintenance Mechanic performs all the duties of a Maintenance Mechanic. In addition, he/she normally performs in a competent HVAC and Plumbing systems maintenance and other work. The HVAC Technician/Mechanicsatisfactorily performs regular, emergency and preventative maintenance and repair work on air conditioning, heating, plumbing, electrical, and related equipment; performs other work as directed or required. Some work assigned, whether inside or outside work, may be performed under adverse (weather/spatial/other) conditions.

### Equipment, Methods & Guidelines

Uses standard operating guidelines, plumbing codes and wiring diagrams; power rodding machine, pipe threaders; vacuum pump and gauges, voltage meter, and vehicles including aerial boom truck; pipe wrenches, power drills and roto hammer; and personal protective equipment.

### Working Conditions

Typical field assignments involve exposure to electric shock, variable weather, traffic conditions, noise, vibrations, chemicals, and toxic materials and noxious odors. As required, works overtime and on weekends and holidays.

### Physical Demands

Moderate to heavy lifting (up to 100 pounds); climbing, crawling, stooping, reaching, grasping and standing. Work also emphasizes visual acuity, hearing, and speech.

**Supervision Received/Given**

The HVAC Technician/Mechanic receives general supervision from MHA’s Principal Maintenance and site Foremen, each of whom reviews work to be completed and inspects work upon completion for workmanship, neatness and appearance. Supervision received may include general direction as well as administrative support and control. Requires independent judgment, initiative, alertness, and resourcefulness to cope with conditions encountered as work progresses.

The HVAC Technician/Mechanic’s work may involve providing lead direction to employees assigned to assist with the performance of the work.

## Principal Duties

1. The HVAC Technician/Mechanic inspects, maintains, services and repairs or coordinates contractor’s repairs as necessary to air conditioning and heating units, including thermostatic controls, regulators, coils, valves, switches, variable speed drives and motors; air-handling units and other outside air and exhaust air systems; water pumps; boilers; and plumbing systems.
2. Creates and maintains a preventative maintenance inspection and service schedule on all heating and cooling equipment and completes services including but not limited to replacing filters, lubricating moving parts, replacing belts, pulleys and hoses, and adjusting balancing controls; services pumps and motors, replaces bearings and packings.
3. Inspects, maintains, and repairs plumbing systems, including valves and fixtures.

4. Maintains and repairs restricted drains and sewer lines and may install and remove sewer, gas, and waterlines.

5. Obtains permits for HVAC or Plumbing work to be performed; conducts and/or witnesses tests on HVAC and Plumbing systems, equipment and /or appliances; prepares applications, reports, notices and other documents; prepares required sketches, drawings and layouts.

6. Performs Quality Control on all HVAC and Plumbing work performed by contractors.

7. Ensures all projects are conducted and completed in compliance with the MA Building Code,

Energy Code, and all other statutory and regulatory requirements.

8. Repairs and installs sheet metal duct work.

9. Follows safe work procedures. Ensures that proper safety precautions, regulations, and industrial hygiene practices are observed during all work.

10. Reports equipment malfunctions, repairs needed, and safety/hygiene infractions to Principal

and/or Site Foremen.

11. Confers with Principal and/or Site Foremen on work priorities, work progress, and maintenance

and repair problems.

12. As needed, responds to emergency or complaint calls, at times on an overtime and/or weekend

basis.

13. Lubricates as required all assigned equipment

14. Assists in the yearly preventive maintenance of electrical panels.

15. Assists in yearly maintenance to the transformer units.

16. Performs other work as assigned, inclusive of required snow removal and other building and grounds maintenance tasks.

### Knowledge, Skills and Abilities

The HVAC Technician/Mechanic Working possesses proficient knowledge of the standard practices, terms, and procedures used in the maintenance and repair of air conditioning, heating, ventilating, and other mechanical equipment; and of work hazards and safety precautions associated with the work. Ability to skillfully inspect, maintain, and repair air conditioning, heating, ventilating, and other mechanical equipment; to competently read, understand and interpret plans, blueprints, drawings, and specifications relating to HVAC and Plumbing trades; to plan and lay out work effectively; to accurately estimate the labor and materials associated with the work; to understand and carry out oral and written instructions; and to establish and maintain cooperative and effective relationships with those contacted in the course of work. Often work performed is of emergency nature, must be able to work with speed and precision to meet deadlines. Will usually be working alone (or with maintenance assistance) and must possess knowledge of related trades (not necessarily journeyman level skills) to complete jobs assigned.

**Qualifications/Education-Experience/Other Requirements**

Any combination equivalent to experience and education that would likely provide the relevant knowledge and abilities would be qualifying. Generally, this will require:

**Education**: Equivalent to completion of a four-year apprenticeship program in the maintenance and repair of mechanical equipment.

**Experience**: Some related journey level experience in the maintenance and repair of mechanical equipment is preferred.

Must be able to perform general maintenance and construction duties that may include, but not limited to walking, climbing, pushing, pulling, and lifting up to 100 pounds. Must be able to climb in/out of confined spaces, climb tall ladders on to rooftops and/or other high structures. Must be able to perform strenuous work in inclement weather including but not limited to completing snow removal, groundskeeping and trash removal activities.

Must learn to use and become competent in the use of MHA’s Work Order and Purchase Order request modules in the HAB/MRI (Housing Authority Software) system, with competency in the use of Microsoft Outlook, Word and Excel software programs preferred.

Knowledge of and experience in working with web-based facility management and/or Computerized Energy and Maintenance Management Systems maintenance, monitoring and reporting highly desired.

Strong communications skills, both written and verbal, desired.

For the initial and full term of employment, the HVAC Technician/Mechanic must possess a current and valid Massachusetts Class D Driver’s license, must have use of a registered and insured automobile, must have a satisfactory driving record, and must have the proficient ability to operate a company owned motor vehicle in the performance of assigned duties for initial and full term of continued employment. The HVAC Technician/Mechanic must also be bondable and insurable by MHA’s insurance carriers.

**SPECIAL REQUIREMENT FOR HIRING AND CONTINUED EMPLOYMENT:** A current and active MA Class D Driver’s License with use of a registered and insured vehicle is required for full term of employment. The successful candidate must satisfactorily pass MHA’s pre-employment criteria consisting of a Criminal Offender Record Information (CORI) check and a drug and alcohol screening prior to receiving an offer of employment.

**To Apply:** Send cover letter and resume inclusive of at least two (2) work and two (2)

personal references to HR Director, Raul Campillo, at:

[**rcampillo@maldenhousing.org**](mailto:rcampillo@maldenhousing.org)

If you have any questions or concerns regarding this position, please email Raul at the email address listed above, or call him at (781) 388-6045.

**The Malden Housing Authority is an Equal Opportunity Employer and a Drug and Smoke-Free Agency**