



Maintenance Mechanic I

The Montgomery County Housing Authority (MCHA) is accepting applications for the position of Maintenance Mechanic I. The employee in this role performs skilled technical work involving the complex programs of building maintenance, heating, and utility operations. Under direction, an employee in this position operates mechanical equipment and performs duties requiring journeyman skill including but not limited to making repairs to buildings, structures, and grounds of a housing development including painting, carpentry, masonry, and mechanical work in dwelling and non-dwelling buildings. The employee is expected to support positive relationships between the MCHA and the resident population by demonstrating courteous and cooperative behavior when interacting with all parties. This role has vacancy in both Pottstown and Conshohocken, PA and may include travel to Royersford and Norristown, PA.

ESSENTIAL JOB FUNCTION:

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| <ul style="list-style-type: none"> • Safely performs a wide variety of maintenance and repair work on facilities, systems, structures, and equipment at any of the MCHA properties. |
| <ul style="list-style-type: none"> • Responds to work orders on a variety of maintenance and general upkeep functions as assigned. |
| <ul style="list-style-type: none"> • Operates power and hand tools of the carpentry, electrical, plumbing, and other building maintenance mechanics in the performance of maintenance work. |
| <ul style="list-style-type: none"> • Inspects units for repairs and preventative maintenance. |
| <ul style="list-style-type: none"> • Assembles, installs and/or repairs plumbing, electrical and heating equipment, or fixtures. |
| <ul style="list-style-type: none"> • Maintains and repairs water systems, boiler plants, and sewage treatment systems. |
| <ul style="list-style-type: none"> • Drives vehicles to transport other maintenance personnel, or materials. Maintains vehicles and equipment by changing the oil, checking fluid levels, changing filters, and checking tire pressures. |
| <ul style="list-style-type: none"> • Maintains parts, supplies, and equipment; advising supervisors when products or tools need to be ordered. |
| <ul style="list-style-type: none"> • Tracks inventory items, including tools and equipment. |
| <ul style="list-style-type: none"> • Performs minor roofing tasks by repairing shingles, soffits, flashing, and spouting. |
| <ul style="list-style-type: none"> • Clears blocked drains and repairs faucets and drinking fountains. |
| <ul style="list-style-type: none"> • Makes minor electrical repairs such as replacing light bulbs, tightening fixtures, replacing switches, and adjusting electrical motors. |
| <ul style="list-style-type: none"> • Paints or stains building walls, ceilings, signs, and gates by scraping and removing old finish and rolling or using brushes to apply paint or stain. |
| <ul style="list-style-type: none"> • Performs carpentry tasks such as assembling and repairing prefabricated picnic tables, signs, furniture, shelving, partitions, and storage bins. |
| <ul style="list-style-type: none"> • Clears walkways and roadways of debris, snow or ice as needed. |
| <ul style="list-style-type: none"> • Performs landscaping duties by seeding and mowing grass and by planting, pruning, and removing shrubs, branches, and trees. |
| <ul style="list-style-type: none"> • Maintains the cleanliness of MCHA buildings, facilities, and outdoor recreational areas. |
| <ul style="list-style-type: none"> • Completes projects, assigned. |



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QUALIFICATIONS:

Education, Training, and/or Experience:

Although any equivalent combination of experience and training will be considered, the Preferred candidate has a High school Diploma and four years of work experience in crafts or trades, attaining qualifications as a journeyman in one or more crafts or trades.

KNOWLEDGE & SKILLS, ABILITIES:

Knowledge of the practices and techniques of the maintenance and construction trades, including plumbing, carpentry, masonry, electrical, painting and roofing.

Some knowledge of the codes, statutes, and regulations governing the maintenance and construction trades. Knowledge of the occupational hazards and safety precautions of the mechanical, electrical, and building trades.

Knowledge of the operation, maintenance, and repair of electrical, sewage, water, and refrigeration systems.

Knowledge of the practices and techniques of heating plant operations and maintenance.

Ability to schedule and supervise the work and training of laborers.

Ability to read blueprints and interpret plans, sketches, and drawings.

Ability to maintain accurate and current records.

Ability to establish and maintain effective working relationships with supervisors, subordinates, tenants, and general public.

Ability to communicate effectively with mobile devices and use office equipment and any maintenance software programs used by the MCHA.

Salary Range:

Offered salary to be commensurate with applicable experience > \$48,000 – \$58,000 Annually

How to Apply:

Submit resume and cover letter to Employment@Montcoha.org by COB on **Friday, March 27, 2026**.