

**MILFORD HOUSING AUTHORITY  
PLUMBER/MAINTENANCE MECHANIC I  
JOB DESCRIPTION**

1. Class Title: Plumber /Maintenance Mechanic

2. Salary: \$83,636.80  
(\$40.21 per hour per DLS Wage Rate 3/15/2023)

3. Job Summary

This full-time position is 75% Plumber and 15% Maintenance Mechanic I. The Plumber portion of the position is a journeyman or higher-grade licensed plumber. The Maintenance Mechanic I portion consists of general building maintenance duties that do not require a tradesman's license. This also includes snow removal duties. A rotating shift in the on-call rotation is required.

4. Supervision Received

The incumbent receives general supervision from the Executive Director, Deputy Executive Director and Maintenance Supervisor, each of whom reviews work to be completed and inspects work upon completion for workmanship, neatness and appearance. The Plumber/Maintenance Mechanic reports to the Maintenance Supervisor at the start of the workday.

5. Principal Duties

- (a) Determines the proper method, equipment, materials and supplies to be used in the installation/repair/alteration of building heating, water supply and waste disposal systems.
- (b) Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water supply, and drainage systems.
- (c) Installs and repairs plumbing fixtures such as sinks, bathtubs, showers, water heaters, hot water tanks, garbage disposal units, and heating radiation units.
- (d) Installs and maintains plumbing, performing such tasks as replacing washers in leaky faucets, mending burst pipes, and opening clogged drains, amongst others.
- (e)
- (f) Installs, modifies, and repairs new and existing high temperature water and high- pressure piping systems and equipment such as heating and hot water boilers, expansion tanks, circulator pumps and heating radiation systems.
- (g) Installs, maintains, and repairs gas lines, stoves, hot water heaters and other gas related equipment.
- (h) Performs fabricating, pipefitting and setting operations.
- (i) Fills pipe systems with water or air and reads pressure gages to determine if system is leaking; flushes systems as needed.
- (j) Fills pipe systems with water or air and reads pressure gages to determine if system is leaking; flushes systems as needed.
- (k) Estimates materials, supplies and time needed to complete jobs.
- (l) Cleans and maintains power and hand tools and other plumbing equipment used on the job.
- (m) Orders piping, fittings, controls, equipment and other supplies, and maintains an inventory of materials and equipment necessary to complete work, and in anticipation of

- future work, places orders for additional supplies and equipment.
- (n) Performs all manufacturer and MHA required Preventive Maintenance on all plumbing, heating, cooling and DHW systems, fixtures and equipment. Ability to be trained for annual Lochinvar boiler maintenance.
  - (o) Performs other duties as required and assigned.

## 6. Knowledge, Skills and Abilities

- (a) Knowledge of applicable plumbing codes, building codes, and manufacturing guidelines, which typically apply to the work assignment(s).
- (b) Knowledge of the standard methods, materials, tools, and equipment of the plumbing trade.
- (c) Knowledge of water, steam, and gas heating systems.
- (d) Knowledge of sanitation and ventilation principles.
- (e) Knowledge of the potential occupational hazards connected with plumbing work and the safety standards and practices, all of which should be applied.
- (f) Knowledge of the practices and methods of welding, gas and pipefitting.
- (g) Skilled in the use of the tools of the plumbing trade.
- (h) Skilled in the installation and repairs of plumbing fixtures.
- (i) Skilled in diagnosing the cause of plumbing problems.
- (j) Ability to sketch the arrangement and relationship of plumbing systems.
- (k) Ability to interpret and apply blueprints, schematics, maintenance manuals, and assembly instructions to plumbing installations and problems.
- (l) Ability to interpret and apply building and plumbing codes to assigned plumbing projects.
- (m) Ability to perform general maintenance and construction duties that may include, but not be limited to, walking, climbing, pushing, pulling, and lifting up to 75 pounds. Must be able to climb ladders and be able to work in/out of confined spaces.
- (n) Must be able to perform strenuous work in inclement weather including completing snow removal.
- (o) Possess basic computer skills to use MHA's work order system using PHA Web software.

## 7. Responsibilities

- (a) Work in a professional and courteous manner with other MHA employees and public housing residents within a service environment.
- (b) Inspect, repair and install plumbing, heating, ventilation and domestic hot water plants and distribution systems.
- (c) Performs inspections of mechanical equipment.
- (d) Performs preventive maintenance procedures.
- (e) Repairs and/or replaces mechanical, plumbing, heating and appliance systems or parts of systems, including the sub-components of mechanical equipment.
- (f) Is proficient with the use of hand tools, power tools, measuring & testing equipment.
- (g) Obtains permits and performs plumbing work as required by law.
- (h) Documents information required maintaining records on preventive maintenance programs, repairs, installations, and stock utilization and work orders.
- (i) Reports to work in emergency and overtime conditions and is assigned to rotating on call shifts every six weeks.

- (j) When necessary, works under adverse conditions in completing snow removal tasks and lifting heavy objects.
- (k) Performs all other related duties that may be assigned.

#### 8. Qualifications/Experience/Requirements

A high school graduate with at least two-year's vocational/technical education or equivalent who also has a valid Massachusetts Journeyman or better plumber's license.

For the initial and full term of employment, the Plumber/Maintenance Mechanic must have a current and valid Massachusetts Journeyman or better plumber's license, a MA Class D Driver's license, use of a registered and insured automobile, a satisfactory driving record and 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 Plumber/Maintenance Mechanic must also be bondable and insurable by MHA's insurance carriers.

The selected Applicant must pass HHA's pre-employment screening criteria including CORI and physical. Reference checks and a pre-employment interview will be required prior to receiving an offer of employment.