MONTGOMERY HOUSING AUTHORITY

JOB ANNOUNCEMENT

POSITION TITLE: HVAC Maintenance Mechanic

REQ# 1171

DEPARTMENT: Public Housing

SALARY: $41,600-$52,000

DATE POSTED: 11/19/2026

CLOSING DATE: 12/10/2026

FLSA CLASS: Non-Exempt

Duties and Responsibilities:

Performs HVAC installations, repairs, and routine maintenance, as assigned, to service requests and inspections of units at assigned housing developments. Responsibilities include, but are not limited to, the following:

1. Installs new HVAC units in residential units.
2. Installs ductwork and thermostats to control HVAC system.
3. Performs routine maintenance on HVAC systems to ensure they operate properly.
4. Completion of an HVAC training program at a vocational school or apprenticeship
5. Inspects and troubleshoots problems with existing HVAC units.
6. Installs replacement parts on existing HVAC units.
7. Maintains inventory of replacement parts and orders replacements.
8. Complies with company and industry safety standards.
9. Assists in training other maintenance personnel.
10. Works on emergency work orders after normal work hours when is "On-Call" duty.
11. Must assist management with all developmental responsibilities (i.e. PHAS).
12. Performs administrative duties such as processing work orders and preparing written forms for vehicle usage, gas, mileage, and inspections.
13. Performs other duties as assigned.

Qualifications and Knowledge:

1. Graduation from High School or GED equivalent supplemented by technical level courses in mechanical, electrical, or building trades; one to two years of experience in the maintenance and repair of building structures, household appliances, plumbing fixtures, and heating and air conditioning equipment; or any combination of training, education and experience which provides the required knowledge, and abilities. Journeyman level skill in at least one trade required.
2. Working knowledge of techniques, methods, materials, and equipment used in plumbing, carpentry, and electrical repairs, and in the repair of household appliances, and heating, ventilation, and air conditioning systems.
3. Completion of an HVAC training program at a vocational school or apprenticeship
4. High degree of skill in one or more trade crafts and working knowledge of all maintenance crafts.
5. Knowledge of the occupational hazards and applicable safety precautions of the assigned work.
6. Skilled in the use of various hand and power tools and test equipment.
7. Ability to communicate effectively both orally and in writing.
8. Ability to compute measurements.
9. Ability to perform building maintenance tasks of varying difficulty with limited supervision.
10. Ability to work in hazardous and adverse conditions, as well as cramped quarters and high places.
11. Ability to read and understand moderately complex repair manuals, and instructions/warning on cleaning agents, write service requests, maintenance reports, and inspection reports.
12. Ability to establish and maintain effective working relationships with tenants, co-workers, and persons outside the Authority.
13. Bondability.
14. Valid Alabama driver's license or must acquire one within 30 days of employment.
15. Eligibility to be covered under the Authority's fleet auto insurance.

Supervision Received and Given:

The employee receives instructions primarily from the Maintenance Foreman. Normally, the employee plans and carries out work activities with minimal supervision and resolves problems that arise with assistance. The employee receives specific instructions when problems are brought to the attention of the supervisor and/or when the supervisor is contacted by the employee for direction. The employee's work is reviewed for conformity to organizational policies, regulations, and attainment of objectives.

The employee gives instructions to new maintenance employees which are usually specific, unless an unusual situation or problem has arisen.

Guidelines:

The employee follows established policies and procedures, traditional practices and specific guidelines. Guidelines cover most situations, but the employee may occasionally be required to use independent judgment in making decisions. In other cases, not covered by guidelines, the employee may consult the

supervisor for assistance.

Complexity:

Work performed by the employee is mostly routine and repetitive in nature. Occasionally, some complex tasks may require the exercise of personal judgment in making decisions on accomplishing assigned work.

Scope and Effect:

The employee's work primarily impacts the housing developments of MHA and its tenants. Successful accomplishment of duties by the employee will result in MHA's ability to provide safe, sanitary housing to its tenants.

Personal Contacts:

Contacts are primarily with other Authority employees, federal, state, and local governmental officials and representatives, and community agencies. The employee has contact with architects, engineers, consultants, contractors, and Authority residents. The primary purpose of contacts is to obtain, give or clarify information, plan, and provide assistance, and resolve problems. Contacts are normally cooperative; however, they may be occasionally antagonistic, unresponsive, or uncooperative contacts.

Physical Demands:

Physically able to work on HVAC units. Will be required to work in settings with extreme cold or extreme heat, depending on time of year. Prolonged periods of standing, kneeling, crawling, or climbing ladders. Must be able to lift 50 pounds at a time.

Work Environment:

Work involves inherently hazardous or physically demanding working conditions. Works around and with light motorized equipment, power and hand tools; works with chemical compounds; works with electricity; works with pesticides and herbicides; works in confined spaces; works indoors and outdoors and is exposed to weather extremes. The employee may occasionally be subject to electrical shock hazards, dangerous heights, dangerous chemicals, and skin irritants (e.g. cleaning solutions, solvents, and insecticides). The employee may be required to use goggles, gloves, safety boots, masks, lumbar support belts, and other safety equipment.

PLEASE VISIT MHA On-line Job Application, TO APPLY ON-LINE.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.