



JOB ANNOUNCEMENT

Housing Authority of New Orleans

POSITION TITLE: Maintenance Shop Manager/Maintenance Mechanic

DEPARTMENT: Asset Management

DATE POSTED: 08/05/2026

CLOSING DATE: Until Filled

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SALARY RANGE: *HANO offers a comprehensive and competitive total compensation package to include benefits. Salary will be competitive and commensurate with qualifications and experience.*

FLSA CLASS: Non-Exempt

SUMMARY

Under general supervision of the Maintenance Supervisor, the Maintenance Mechanic is responsible for performing emergencies, preventive maintenance, and routine plumbing, electrical, appliance and HVAC repairs. The Maintenance Mechanic is responsible for the preservation of the Housing Authority of New Orleans' properties and operates within OSHA Standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

Inventory Management

- Manages shop maintenance and inventory operations, ensuring all equipment and supplies are organized, maintained, and compliant with OSHA safety regulations.
- Monitors and maintains accurate inventory levels of tools, equipment, and supplies to support daily operations.
- Conducts regular audits and reconciliations of inventory data to identify variances and ensure accuracy.
- Organizes, updates, and safeguards both digital and physical inventory records for efficient tracking and retrieval.
- Coordinates with vendors to facilitate procurement, reordering, and timely delivery of needed materials.
- Implements, evaluates, and refines inventory tracking systems and procedures to minimize discrepancies and improve efficiency.

Shop Operations

- Ensures that the shop environment consistently meets the organization's safety, cleanliness, and operational standards by monitoring conditions and addressing issues promptly.
- Assists team members by providing the necessary tools, equipment, and supplies to support efficient workflow and timely completion of tasks.

- Implements workflow processes, enhances inventory organization, and maintains a well-structured and functional workspace.

Shop Maintenance

- Performs routine and preventative maintenance on shop machinery and equipment.
- Diagnoses equipment issues and determine appropriate repair methods.
- Troubleshoots equipment-related issues and coordinates repairs as necessary.
- Maintains maintenance logs and ensure compliance with safety standards.
- Assists in installing new equipment and ensuring proper setup.
- Reports major maintenance issues to supervisory staff.

Purchasing

- Prepares and submits purchase orders in accordance with organizational policies and budget guidelines.
- Tracks and verifies deliveries, ensuring all items received match purchase orders and quality specifications.
- Maintains accurate purchasing records, invoices, and documentation for auditing and reporting purposes.
- Recommends improvements to purchasing processes to reduce costs, streamline operations, and enhance efficiency.

Maintenance Mechanic

- Performs preventive maintenance on electrical and plumbing systems, including inspecting fixtures, testing outlets and switches, checking appliances, and ensuring drain lines are clear.
- Carries out painting tasks by preparing surfaces, applying paint using appropriate methods, performing touch-ups, and working with sheetrock.
- Installs, repairs, or replaces floors, ceiling tiles, HVAC systems, and major appliances, and performs carpentry work including doors, windows, cabinets, handrails, roofs, gutters, and plaster repairs
- Performs preventive maintenance on electrical and plumbing systems, including inspecting fixtures, testing outlets and switches, and ensuring proper appliance operation.
- Installs, repairs, and upgrades electrical components such as fuse panels, wiring, and circuits.
- Completes plumbing repairs, including fixing leaks, replacing valves and hardware, resetting fixtures, and clearing clogged drains and lines.
- Carries out painting tasks, including surface preparation, application of paint, and corrosion-control spot treatments.
- Conducts inspections of units, buildings, and common areas; complete make-ready tasks; assist with move-in/move-out processes; and support annual inspection scheduling.
- Maintains accurate records of preventive maintenance, work orders, inventories, inspections, and equipment servicing.
- Troubleshoots maintenance issues, complete service requests promptly, operate and maintain tools and equipment, and perform both routine and emergency repairs.
- Assists with regulatory inspection preparation (HUD NSPIRE, HQS), maintain life-safety systems, monitor grounds upkeep, manage inventory supplies, and report deficiencies to management.
- Performs other related duties as assigned.

BEHAVIORAL COMPETENCIES

This position requires the incumbent to exhibit the following behavioral skills:

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors, and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers.

Effective Communication: Conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Initiative: Proactively seeks resolution to unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the duties of the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, and operational requirements as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Problem Solving: Identifies and resolves problems in a timely manner; gathers and analyzes information to develop alternative solutions; uses strong reasoning and conflict resolution skills.

Professional Behavior: Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

Reliability: Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Authority expectations. Performs work in a reliable manner that is both accurate and timely. Ensures a positive record of attendance.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Safety Awareness: Employee is cognizant of their surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Interpersonal Skills: Focuses on solving conflict; listens to others without interrupting and maintains confidentiality; Engages in active listening, collaboration, team building and leadership, communicating in a way that moves people and projects forward.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Competencies

- Ability to understand the workings of equipment and systems encountered on the job.
- Knowledge of tools and equipment is routinely required to perform the work associated with the position.
- Ability to perform maintenance and repairs related to the position.
- Ability to direct and control the activity of others.
- Ability to work with others.
- Ability to maintain a professional and courteous manner with residents, visitors, contractors, and other employees.
- Ability to diagnose equipment problems and determine appropriate repair methods
- Must be able to follow oral and written instructions.
- Knowledge of basic mathematics.
- Ability to lift fifty (50) pounds.
- Valid State of Louisiana driver's license. Must be able to drive under varying conditions. Eligibility for coverage under Authority fleet auto insurance.
- Knowledge of safety regulations, OSHA standards, and hazard-prevention practices.
- Strong organizational and planning abilities to coordinate workloads and prioritize tasks
- Ability to maintain accurate maintenance, inventory, and inspection records.

Education and/or Experience

High school diploma or general education degree (GED). Four years of shop management, general maintenance and repair experience in the following areas: carpentry, plumbing, electrical, HAVAC and painting; or, any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved. Prefer completion of a formal apprenticeship program or technical school.

Technical Skills

Knowledge of building and equipment maintenance/repair techniques. Skill in applying building and equipment maintenance/repair technique. Skill in both verbal and written communication.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, physical demands are moderately heavy. Noise level in the work environment is moderate. The employee will rarely lift over 150 lbs., occasionally lift 75-150 lbs., frequently lift 25-75 lbs., and constantly lift 1-25 lbs. There is frequent standing, walking, bending, stooping, squatting, kneeling, stair and/or ladder climbing involved in the performance of the job duties. Additionally, the employee will be required to push/pull equipment, appliances, open/close doors, and reach above shoulders, grasping, gripping, and handing tools and equipment.

Work Environment

Position generally works at the Agency's properties, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud. Required to work with cleaning solvents and maybe work around paint fumes and landscaping chemicals. Evening and weekend work may be required.

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.

