



**Position:** Maintenance Mechanic

**Type:** Probationary/Regular, Full-time

**Minimum Education, Training, Experience and Skills:**

Graduation from high school or equivalent. Preference given to those applicants with experience in carpentry, electrical, heating and air, plumbing, etc. Possession of valid State of North Carolina driver's license.

**Duties and Responsibilities:**

Employee in this class performs the full range of duties associated with the carpentry, painting, electrical, plumbing, and HVAC trades. Work assignments are generally in the form of work orders indicating the nature of the problem. Employee is expected to identify the cause of the problem, determine materials, tools needed, and method of repair, and carry out repair procedures independently on most jobs. Employee performs other duties as assigned by the Director of Maintenance. Will be expected to be on-call in accordance with Maintenance On-Call Schedule.

**Application Procedures:** Interested persons who meet the qualifications above should complete a Pembroke Housing application and submit it as soon as possible to:

Pembroke Housing  
ATTN: Ashley R. Locklear  
P.O. Box 910  
Pembroke, NC 28372

Employment applications are available at the Administrative Office located at 606 Lumbee Street, Pembroke, NC, or online at <https://www.pembrokeha.com/careers>. Position is available until filled.



Pembroke Housing Authority is an  
Equal Employment Opportunity Employer