

**HOUSING AUTHORITY OF THE COUNTY OF STANISLAUS**  
**JOB OPENING ANNOUNCEMENT FOR**  
***Patterson Site Maintenance Supervisor***

**MONTHLY SALARY:\$3123 - \$3808**

**APPLICATION DEADLINE: December 21, 2011 at 5:00 p.m. SUPERVISOR**  
**MUST LIVE ON SITE**

**APPOINTMENT: Open**

**APPLICATION AND SELECTION PROCESS:**

To apply for this position applicants must complete and submit a Housing Authority Employment Application may be obtained at the Housing Authority, 1701 Robertson Rd, Modesto or on our website [www.stancoha.org](http://www.stancoha.org). A completed Housing Authority calling (209)-557-2099, or by written request from Personnel, Housing Authority of the County of Stanislaus, P.O. Box 581918, Modesto, California 95358-0033. Applications received on or before the deadline date will be screened for minimum qualifications. Applicants who are the most qualified and possess the knowledge, skills and abilities outlined in the job announcement will be invited to appear before an Oral Assessment Panel. The Oral Assessment Panel will complete its assessment and recommend the most qualified applicants to the Asset Manager who will interview the most qualified applicants. Final selection will be made by the Executive Director. The successful candidate will be required to complete a physical examination including a drug screen test, paid for by the Housing Authority, certifying that the applicant's physical condition is satisfactory for the requirements of the position (with or without reasonable accommodations for any disability as defined in the Americans with Disabilities Act).

**OTHER**

- ▶ Applicants must be able provide proof of U.S. citizenship, or if a legal immigrant, either lawful admission for permanent residency or authorization for appropriate work by the U.S. Immigration and Naturalization Service.

**BENEFIT INFORMATION**

Regular employees of the Authority enjoy the following benefits:

- ▶ Annual leave - new employees accrue 10 days per year.
- ▶ 14 paid holidays per year.
- ▶ Sick leave accrued at the rate of one (1) day per month.
- ▶ Insurance Coverage -The Authority currently contributes toward the medical, dental, vision, and life insurance combined monthly premiums.
- ▶ Retirement-The Authority is a member of the Public Employees Retirement System(PERS) and pays 6% of the employee gross into the PERS retirement plan.
- ▶ The Authority offers two voluntary Deferred Compensation Plans
- ▶ The Authority participates in Social Security
- ▶ The Authority offers a Section 125 plan.

The Housing Authority of the County of Stanislaus is an equal opportunity employer. The Authority will provide equal employment opportunities to all qualified individuals, without regard to race, color, national origin, sex, religion, or disability. The Authority will make reasonable efforts in the employment process to accommodate applicants with disabilities. Individuals requesting reasonable accommodations must do so no later than three (3) working days after the time of invitation by the Authority to an examination. Applicants with special needs may call (209)-557-2000(voice) or (209)-557-2012(TDD).

**HOUSING AUTHORITY OF THE COUNTY OF STANISLAUS**  
**JOB OPENING ANNOUNCEMENT FOR**  
***Patterson Site Maintenance Supervisor***

**SUMMARY**

Position supervises and participates in building and ground maintenance activities at assigned site.  
**Supervisor must live on site (Housing provided with utilities).**

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Property Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

Provides supervision to staff involved in building and ground maintenance activities by assigning, scheduling and reviewing work of assigned staff; participating in and maintaining a short and long term maintenance plan; inspecting building facilities to identify building maintenance and custodial needs; and maintaining a variety of records. Conduct annual physical inspection of grounds, building, and structure at the site responsible.

Provides direction to assigned staff on the safe use of herbicides, pesticides, and other chemicals.

Responds to emergency calls as required after normal working hours.

Inspect contractors satisfactory completion of contracted maintenance and modernization work items.

Participate in the completion of maintenance work items as required. This is a working supervisor position.

Participates in and supervises the training of maintenance staff supervised.

Maintain current Material Safety Data Sheets (MSDS).

Operates light duty vehicles with auto/manual transmission.

**Must live on site (Housing provided with utilities).**

**NONESSENTIAL DUTIES**

Provide budget information on site needs for the next fiscal year.

Participate in and supervise the moving of large appliances.

Assist in repair of HVAC, electrical, gas water, and appliances systems.

Attend training programs.

Other duties may be assigned.

**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.

**Knowledge of :**

Principles and practices of administration, supervision and training.

Methods and techniques used in building and ground maintenance activities.

Basic personal computer operation.

Knowledge of general office practices.

Use of tools, and equipment used in building and ground maintenance.

Safe work practices.

**Ability to :**

Establish and maintain cooperative working relations with outside firms.  
Use personal computer with some knowledge of word processing and spreadsheets.  
Communicate effectively both in writing and orally.  
The ability to speak and understand Spanish beneficial.

**EDUCATION AND EXPERIENCE**

Completion of high school with diploma or GED certificate.  
Minimum of two (2) years of increasing responsibilities in skilled journeyman level residential building maintenance.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California driver's license.

**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, the employee is regularly required to talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and peripheral vision

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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, the employee is occasionally exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.