



**Stanislaus Regional Housing Authority**

ALPINE | AMADOR | CALAVERAS | INYO | MARIPOSA  
MONO | STANISLAUS | TUOLUMNE COUNTIES

***Job Announcement for the Position of***

**Area Maintenance Worker**

**\$21.14 - \$25.77 / Hourly**

**THE AGENCY**

The Housing Authority of the County of Stanislaus, a nonprofit, public corporation, is committed to addressing the unmet housing needs of residents and communities in our county. The Housing Authority manages approximately 1700 units throughout the County under a variety of affordable housing programs including Public Housing, year around farm labor housing and migrant housing.

The Authority also administers the Housing Choice Voucher program in the following counties: Alpine, Amador, Calaveras, Inyo, Mariposa, Mono, Tuolumne and Stanislaus. The Authority is governed by a citizen's commission appointed by the County Board of Supervisors.

**MISSION**

The Housing Authority is committed to providing a high quality of service in carrying out its mission by:

- Being sensitive to our client's needs and treating them with dignity and respect.
- Utilizing the talents and skills of our staff.
- Fostering partnerships.
- Utilizing resources in the most efficient and effective manner.

**HOUSING**

- Provide decent, safe and affordable rental housing and home ownership opportunities.

**ECONOMIC DEVELOPMENT**

- Provide and promote service opportunities that encourage and support individuals and families toward achieving greater independence and self-sufficiency.

**COMMUNITY DEVELOPMENT**

- Provide opportunities for conserving and upgrading affordable housing stock, improving infrastructure, and stabilizing and creating desirable neighborhoods.

## **THE POSITION**

The Area Maintenance Worker performs a variety of skilled maintenance, repair, inspections, alterations, and construction work for an assigned geographical area. Ensures proper maintenance of all area housing units.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Frames and installs walls, partitions, doorways and windows; replaces window and door screens; patches and repairs roofs as necessary.

Repairs and replaces parts on stoves, refrigerators, and other major household appliances.

Repairs and replaces plumbing fixtures including sinks, toilets, faucets and pipes.

Clears obstructions from water and sewer lines; repairs sprinkler systems.

Repairs and replaces damaged cabinetry, counter tops, tile and miscellaneous flooring.

Installs and replaces a variety of hardware including door locks, door jambs, handicap bars, and curtain rods/blinds.

Installs, inspects and repairs HVAC, electrical, gas, water and appliances systems.

Inspects and approves contractors pay request upon satisfactory completion of contracted work items (landscaping, modernizations, and other project work).

Reads and interprets sketches, diagrams, drawings, and blueprints.

Installs, repairs, and replaces fences and gates.

Repairs and installs electrical and lighting systems; including fixtures, switches, outlets and fuse boxes.

Tests and adjusts smoke alarms; replaces batteries as needed.

Purchases maintenance materials as authorized and required.

Operates light duty vehicles with auto/manual transmission.

## **NONESSENTIAL DUTIES**

Participates in the moving of large appliances

Attends training programs as required

Applies pesticide for insect control

Other duties as may be assigned

## **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from Maintenance Supervisor. Provides general direction and supervision to landscaping and painting crews or directed by the Maintenance Supervisor.

## **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.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of a valid California driver's license.

EPA-CFC Type I/II License (obtained within 12 months of being hired).

### Knowledge of:

Methods and techniques used in building and ground maintenance activities including skilled carpentry, plumbing, and electrical work.

Methods and techniques used in estimating time and material for assigned projects.

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

Safe work practices

### Ability to:

Plan and establish work order priority on work to be completed on a daily basis

Work independently with limited supervision

Establish and maintain cooperative working relations with those contacted in the course of work

Estimate necessary materials and supplies accurately

Perform a full range of skilled building maintenance work

Read and interpret sketches, diagrams, drawings, and blueprints

## **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 add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **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 a few concrete variables in standardized situations.

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## **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 frequently required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, and talk or hear. The employee is occasionally required to stand, walk, sit, crawl, and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **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; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and risk of electrical shock. The noise level in the work environment is usually moderate.

## **APPLICATION AND SELECTION PROCESS:**

To apply for this position applicants must complete and submit a Housing Authority Employment Application online. Employment applications are available online at <http://www.stancoha.org/business-services/employment/>. As applications are received they will be screened for minimum qualifications. Position is currently open until filled.

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 Director of the Asset Management 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 to 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.

## **SALARY AND BENEFIT INFORMATION**

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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). Employees hired after January 1, 2013, are subject to the Pension Reform Act, AB340.
- The Authority offers two voluntary Deferred Compensation Plans.
- The Authority participates in Social Security.
- The Authority offers a Section 125 (Flexible spending) plan.
- The Housing Authority of the County of Stanislaus is an equal opportunity employer.

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.

