

HUNTSVILLE HOUSING AUTHORITY

200 WASHINGTON STREET (35801)
P. O. BOX 486
HUNTSVILLE, ALABAMA 35804-0486
(256) 539-0774

NEW – JOB POSTING **SEPTEMBER 14, 2023**

- 1) POSITION TITLE: **Maintenance Aide – Public Housing**
- 2) NORMAL HOURS: 7:00 a.m. until 5:30 p.m. or
8:00 a.m. until 6:30 p.m.,
Monday through Thursday (Fridays off)
- 3) HOURLY RATE: Minimum rate is \$16.41 per hour.
- 4) RESPONSIBILITIES: (See Attached)
- 5) QUALIFIED PERSONS INTERESTED: **Qualified** employees should submit an Internal Application Form to the Human Resources Department. The form can be obtained from Human Resources.

Qualified external applicants can obtain a position description and application from our website, www.hsvha.org; or at 200 Washington Street. **Resumes will only be accepted with a completed application.**

This posting will remain open until filled.

HUNTSVILLE HOUSING AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, PREGNANCY, STATUS AS A PARENT, NATIONAL ORIGIN, AGE, DISABILITY (PHYSICAL OR MENTAL), FAMILY MEDICAL HISTORY OR GENETIC INFORMATION, POLITICAL AFFILIATION, MILITARY SERVICE, OR OTHER NON-MERIT-BASED FACTORS.

MAINTENANCE AIDE

Huntsville Housing Authority is seeking a Maintenance Aide. Under the supervision of the Maintenance Supervisor or Property Manager, this position is responsible for semi-skilled work in mechanical and building trade categories. Work may include electrical, plumbing, carpentry, painting, plastering, groundskeeping, or other craft work in the maintenance and repair of housing units. Must be able to perform combinations of duties without close supervision. Work requires the ability to read and write and have experience in building maintenance, construction work, or a related field. A combination of education, training, and experience that demonstrates the above-listed knowledge, skills, and abilities is required. Must possess and maintain a valid driver's license and have a good driving record. Minimum hourly rate is \$16.41, with excellent benefits.

For a complete position description and application, please visit our website at www.hsvha.org, or obtain an application from 200 Washington Street. **Qualified candidates should submit an application to: Human Resources Department, Huntsville Housing Authority, 200 Washington Street (35801), P. O. Box 486, Huntsville, Alabama 35804-0486. NO CALLS PLEASE.**

Position is open until filled.

**Drug/Alcohol/Smoke-Free Workplace
EEO Employer.**

HUNTSVILLE HOUSING AUTHORITY

JOB DESCRIPTION

Position Title: Maintenance Aide
Department: Public Housing Operations
Grade: 20
FLSA: Nonexempt

POSITION SUMMARY: The fundamental reason this classification exists is to perform semi-skilled work in a variety of mechanical and building trade categories. Work may include electrical, plumbing, carpentry, painting, plastering, groundskeeping, or other craft work in the maintenance and repair of housing units. Work is performed according to general or specific instructions from the Maintenance Supervisor, Property Manager, and his/her designee, who inspect the work while in progress and upon completion.

ESSENTIAL FUNCTIONS: *(All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.)*

1. Performs semi-skilled electrical repairs and replaces small gas and electrical appliances, gas furnaces, and electrical stoves and performs refrigeration repairs using insulated tools such as screwdriver, pliers, wire cutters, volt meter, wire nut, and other tools and equipment (electrical tape, torch, freon, hand truck, drill, and grinder), following accepted standards, regulations, and manufacturer's specifications in order to install, repair, and maintain a variety of electrical fixtures, systems, and appliances.
 - Repairs or installs lighting fixtures, switches, breakers, receptacles, base plugs, and other lighting apparatus.
 - Repairs electric stoves, ranges, and hoods by repairing or replacing burner units, oven or burner controls, and oven elements.
 - Inspects refrigerators, at least annually, using a scheduled maintenance plan.
 - Repairs and/or replaces refrigerator parts as needed, to include cold controls, light sockets, door gaskets or seals, evaporator and condenser fans, handles, etc.
 - Inspects for leaks as determined by troubleshooting the appliance. Only employees certified to handle Freon can recharge the units with Freon gas.

Position Title: Maintenance Aide

ESSENTIAL FUNCTIONS (Continued):

- Repairs and replaces space heaters.
 - Repairs water heaters by replacing the unit or by replacing or repairing controls, thermocouplings, burners and relief valves, and checks for gas leaks.
 - Cleans refrigerators and stoves, cleans parts, and checks for proper operation.
 - Delivers appliances; installs and checks for proper operation. Only employees certified to handle Freon can recharge the units with Freon gas.
2. Performs semi-skilled work functions associated with installing, repairing, and maintaining plumbing systems, pipes, and fixtures using various tools, such as pipe wrench, propane torch, channel locks, wrenches, screwdrivers, cordless drills, electrical hand auger, pipe cutter, etc., following departmental guidelines and applicable codes in order to maintain plumbing systems, pipes, and fixtures.
- Installs, repairs, or replaces plumbing fixtures such as valves, faucets, sewers, commodes, sinks, tubs, and drains.
 - Aids in the excavating, laying, and repairing of underground water and sewer lines and the repair of cutoffs or lines.
 - Inspects piping for leaks.
 - Clears drains, toilets, and pipes using equipment, tools, or conventional methods.
 - Installs inside or outside water cutoffs as needed.
3. Performs rough and finished carpentry and related work using basic tools such as a screwdriver, wrench, pliers, tape measure, cordless drill, power tools, etc., following departmental guidelines in order to provide quality facilities for residents of the Housing Authority.
- Repairs, replaces, and/or installs exterior or interior doors and all necessary hardware.
 - Repairs or installs kitchen/bathroom cabinets with hardware as needed.
 - Repairs or installs tile or vinyl floors by removing old tile, replacing subfloor, cutting new floor or tile, and gluing new tile or vinyl.

Position Title: Maintenance Aide

ESSENTIAL FUNCTIONS (Continued):

- Repairs or replaces carpet by removing old carpet and installing new carpet.
 - Repairs roofs by replacing damaged roofing materials.
 - Repairs interior and exterior walls as needed.
 - Repairs or replaces windows, windowpanes, or screens.
4. Performs painting, spackling, and plastering work using a tape measure, marking devices, brushes, rollers, sandpaper, caulking gun, putty knife, mechanical tools, brush cleaners, and drop cloths, following departmental guidelines in order to maintain interior/exterior of housing units.
- Mixes prepared paint and applies coats of paint to interior or exterior surfaces of building, doors, walls, ceilings, trim, windows, shutters, fixtures, cabinets, and other surfaces.
 - Covers surfaces of articles not being painted with masking tape before painting.
 - Prepares surface for paint application by smoothing surfaces, removing old paint, cleaning surfaces, or other methods as appropriate.
5. Conducts move-out inspections, maintenance, and clean-up using tools, equipment, and checklists, following departmental guidelines in order to assess damages and make necessary repairs to units.
- Visually inspects the structure and appliances for vandalism or damages to walls, windows, and doors.
 - Visually inspects the condition of roofs.
 - Moves appliances between apartments as needed for renovations or tenant moves.
 - Determines the cost of damages or repairs that are to be assessed to the tenant and documents on work orders.
 - Cleans units using wet vac, buffers, mop, brooms, scrapers, etc.

Position Title: Maintenance Aide

ESSENTIAL FUNCTIONS (Continued):

6. Performs ground maintenance and preventive vehicle and equipment maintenance using various power equipment, hand tools, and a dump truck for trash removal, following departmental guidelines in order to ensure equipment operation and the attractive appearance and proper maintenance of Housing Authority grounds and equipment.
 - Cleans streets and grounds, picks up trash on Authority property, and hauls to dump.
 - Loads and unloads supplies and maintenance equipment.
 - Operates a tractor with scraper and other attachments to landscape and plant grass.
 - Trims trees and shrubbery; services grounds equipment, and makes minor field repairs and adjustments.
 - Rakes, sweeps, cleans, and removes debris and litter from grounds.
 - Breaks and removes concrete sidewalks using a rotary hammer.
 - Removes graffiti from buildings.
 - Installs handrails and designated parking signs.
 - Inspects vehicles daily, checking tire pressures, oil, wipers, signal lights, and gas.
 - Operates a dump, trash, or pick-up truck to transport tools, materials, and equipment to various work sites.

7. Exterminates apartments using various pesticides, sprayers, and applicators; sets traps to kill pests and vermin, such as rats, wasps, and roaches, that infest housing units and surrounding areas, following manufacturer's guidelines in order to eliminate and control rodents, insects, and snakes.
 - Inspects premises to identify infestation source and extent of damage, and access to infested locations.
 - Sprays or dusts chemical solutions into cracks and crevices of rooms, closets, cabinets, under sinks, and along baseboards.
 - Sets mechanical traps as needed to catch rodents and other pests.

Position Title: Maintenance Aide

ESSENTIAL FUNCTIONS (Continued):

8. Maintains and completes basic records and reports such as work orders, records of material and labor usage, requisitions, gas report, and vehicle inspection reports using log, work orders, and other documents, following departmental guidelines in order to document maintenance work activity.
 - Reviews and processes daily work orders to include reviewing work orders with the manager and/or tenant after work is completed to ensure accuracy and obtain appropriate signatures from tenant or manager.
 - May complete requisitions and give to supervisor to obtain purchase order number.
 - Maintains records of materials and labor associated with each project.
 - Discusses repairs or maintenance activities to be conducted with the tenant.
 - Discusses costs associated with repairs and obtains signature from tenant upon completion of work.
 - Conducts daily preventive maintenance to determine if vehicle or equipment needs repair.

OTHER RESPONSIBILITIES:

1. Performs standby duty as scheduled.
2. Contributes to department objectives by accepting additional assignments and performing related tasks, following departmental guidelines, rules, and regulations in order to meet the overall objectives of the department.
3. Performs other job-related duties as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Work requires the ability to read and write and have experience in building maintenance, construction work, or a related field. A combination of education, training, and experience that demonstrates the above-listed knowledge, skills, and abilities is required.

Position Title: **Maintenance Aide**

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED (Continued):

2. Knowledge of standard practices of one or more building trades, including the use of materials and tools.
3. Knowledge of electrical, gas, and water connections.
4. Ability to determine actions necessary in order to correct problems or errors encountered during maintenance activities.
5. Knowledge of department policies, procedures, and common practices regarding maintenance activities, to include repairs or replacements.
6. Ability to communicate orally with subordinates, tenants, and supervisors as needed to relay information or instructions tactfully regarding maintenance projects.
7. Ability to maintain effective working relations with supervisors, subordinates, tenants, and the general public.
8. Ability to write clearly in the completion of required forms and paperwork as needed to order materials, and inspect vehicles.
9. Knowledge of accepted building methods and techniques used during maintenance activities.
10. Knowledge of proper pesticide application to include composition, appropriate uses, and safety issues as needed to spray or release chemical solution or toxic gases used to eliminate and control rodents, insects, and snakes.
11. Ability to read orders, diagrams, drawings, sketches, or written instructions as needed to perform the work, to understand a work order, and to locate underground lines.
12. Ability to operate trucks and light tractors safely and according to traffic laws and regulations.
13. Ability to perform moderately heavy manual work for prolonged periods and in all types of weather conditions and perform cleaning tasks.
14. Knowledge of the safe operation and general maintenance of power equipment, mechanical, hand, and electrical tools.
15. Ability to understand and follow oral and written instructions.

Position Title: Maintenance Aide

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED (Continued):

16. Ability to perform basic math skills to include addition, subtraction, division, and multiplication as needed to compute labor time, estimate damage cost, and material usage.
17. Must possess and maintain a valid driver's license, possess and maintain a good driving record, and must be insurable by the Housing Authority's vehicle insurance policy. Must be bondable and insurable by the insurance carrier of the Huntsville Housing Authority.
18. Must be enrolled in the State of Alabama Certified Apprentice Plumbers and Gas Fitters Program within 30 days after completing the Introductory Period.
19. Must be able to work in all types of weather conditions with exposure to outdoor elements, often involving bending, stooping, crawling, and working at heights. Must be able to move from one physical location to another throughout the workday, and use proper safety precautions concerning exposure to hazardous chemicals, dust, dirt, solvents, cleaners, and lubricants related to work assignments. Must be able to lift up to 50 pounds unassisted.
20. Must complete Fair Housing training annually and demonstrate proficiency in Fair Housing laws and requirements through successful passage of Fair Housing exam required by the Director of Public Housing Operations.
21. Must complete Sexual Harassment training annually and demonstrate proficiency in Sexual Harassment laws and requirements through successful passage of Sexual Harassment exam required by the Director of Public Housing Operations.