

**NOTICE
OF
POSITION AVAILABLE**

Position: MAINTENANCE I

Rate of pay: 12.77 to 16.97 per hour (per current contract)

Open: WEDNESDAY, JUNE 29, 2016

Closed: MONDAY, JULY 11, 2016

See attached Position Description for job summary, qualifications, and requirements.

This is a full-time, permanent position.

How to apply:

This is not a new position. Employees of JMHA interested in this position should express their interest in writing to the Executive Director by close of business on the close date.

Individuals not currently employed by JMHA should contact Carolyn Swarengen at Extension 18 for an application.

JEFFERSON METROPOLITAN HOUSING AUTHORITY

POSITION DESCRIPTION

Class Title: Maintenance I **Position Title:** Maintenance I (4 Positions Available)

Reports To: Director of Housing
or designee

Dept./Div. Maintenance

Supervises: none

Status: non-exempt

Pay: \$12.77 to \$16.97 per hour

SUPERVISION RECEIVED:

The employee in this position normally receives direction and/or guidance from the Director of Housing, Executive Director, or others assigned by the Director of Housing.

SUPERVISION GIVEN:

The Maintenance I provides no supervision to others.

JOB DEFINITION:

The Maintenance I performs a variety of unskilled and semi-skilled maintenance and/or janitorial duties related to the upkeep of the housing projects, out buildings, grounds, and surroundings. The Maintenance I is responsible for the routine cleaning, work orders, and maintenance of the Authority's apartment buildings or administrative areas within the Authority. Additionally, the individual in this position is responsible for coordinating and setting up chairs, tables, etc. for the community programs held in the building and/or buildings of the Authority. This individual may participate in other minor functions commensurate with abilities and knowledge.

JOB FUNCTIONS: (A given incumbent may/may not perform all of the following functions.)

1. Cleans walls, floors, woodwork, stairs, halls, light fixtures, and walks.
2. Sweeps, mops, vacuums, strips, and waxes floor surfaces.
3. Dusts and cleans desks and other furniture; changes light bulbs, repairs screens.
4. Cleans rest room areas and replenishes paper supplies and soap as necessary.
5. Empties trash receptacles and compactors.
6. Cleans ranges and refrigerators.
7. Sweeps sidewalks, curbs, and parking areas.
8. Collects and carries away trash and debris for disposal as directed and keeps Housing Authority grounds clean of refuse and trash.
9. Mows grass, trims and/or prunes shrubbery and trees using hand and power tools.
10. Shovels and removes snow as required.

11. Uses a variety of hand tools and equipment, including but not limited to: vacuum cleaners, power lawn mowers and/or tractors, hedge clippers chain saws, electric snakes, picks, shovels, brooms, mops, snow blowers.
12. Replace or clean filters for A/C units and/or furnaces.
13. Reports any and all unsafe and satisfactory conditions existing on, or in, Housing Authority property to the Facilities Manager.
14. May perform such painting (interior and exterior) tasks, including, but not limited to: preparing surfaces for painting by cleaning, plastering/drywall, sanding, and scraping.
15. May perform such plumbing tasks, including, but not limited to: replacing faucet washers, seats, stems, spigots, and hardware; resetting commodes, tubs, and sinks; replacing and/or repairing flush valves or flush tank hardware, replacing and/or repairing P-traps, exposed waste piping, and maintains sanitary and storm sewers using hand tools and/or electric snakes, and assists in all other repairs for the training purposes when training is needed.
16. May perform such electrical repairs, including, but not limited to: replacing faulty switches, outlets, covers, and light fixtures; resetting circuit breakers and replacing fuses, and assists in all other repairs for training purposes when training is needed.
17. May perform heating repairs, including, but not limited to: cleaning, belt replacement, and assists in all other repairs for training purposes when training is needed.
18. Performs miscellaneous maintenance related tasks, including, but not limited to: replacing and/or repairing floor tile, linoleum, stair treads; replacing and/or repairing door knobs, locks, minor carpentry, and assists in all other repairs for training purposes when training is needed.
19. Assists on exterior repairs such as: roofs, gutters, downspouts, siding, masonry work, patching cracked concrete, replacing masonry blocks and exterior brick work.
20. Ability to climb ladders and to work at heights to perform required work.
21. Must practice safety precautions and be safety conscious at all times.
22. Responsible for the care and security of tools and equipment entrusted.
23. Maintains accurate records of daily activities and/or completion of work orders.
24. Performs other related Maintenance I and Custodial duties as assigned and/or required.

REQUIRED KNOWLEDGE AND ABILITIES:

1. Knowledge of and basic proficiency in the methods, practices, tools, and materials used in building maintenance and equipment.
2. Knowledge of and basic skills in the use of custodial materials and equipment, and grounds maintenance materials.
3. Knowledge of and basic proficiency in: general repair, carpentry, plumbing, heating, electricity, painting, plastering/drywall, etc.
4. Ability to perform building maintenance tasks of varying difficulty with limited supervision and within given time frames.
5. Knowledge of the occupational hazards and applicable safety precautions of the assigned work.
6. Ability to understand and follow oral and written instructions and complete written reports.
7. Ability to lift heavy objects into and out of trucks and other carriers.
8. Ability to establish and maintain effective working relations with coworkers, residents, contractors, and the general public.
9. Ability to perform manual work such as digging, shoveling, and sanding.
10. Ability to develop materials lists for assigned jobs and obtain materials and equipment to perform the necessary work.

PHYSICAL REQUIREMENTS:

1. Ability to operate a wide variety of carpentry, electrical, and plumbing equipment, tools, machines, and trucks.
2. Ability to work in hot, cold, damp, wet, or dusty conditions for extended periods of time.
3. Ability to stoop, kneel, bend, or stretch in order to perform certain tasks.
4. Ability to work while standing for extended periods of time.
5. Ability to move or carry objects or materials (minimum 75 lbs.).

MINIMUM EDUCATION, TRAINING, OR EXPERIENCE:

1. Graduation from high school or GED preferred.
2. Two (2) years experience in one of the building trades.
3. Any equivalent combination of education, training, and experience which provides the required knowledge and abilities may be considered sufficient.

SPECIAL REQUIREMENTS:

1. Possession of valid driver's license.