



HONESTY INTEGRITY
ACCOUNTABILITY COMPASSION

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

- Date:** July 10, 2018
- Position:** MAINTENANCE I
- Work Hours:** Monday – Friday, 8am – 5pm / Must be available for after-hours emergency work orders
- Classification:** Full Time
- Benefits:** Medical, Dental, Vision, Life Insurance, Disability Insurance, Retirement
- How to Apply:** Complete application for employment

Job Description:

Responsibilities include performing basic maintenance duties including cleaning, painting, repairing damage to walls/floors/other surfaces, and other duties related to making apartments ready for re-occupancy.

MUST HAVE A VALID DRIVERS LICENSE.

MHA requires pre-employment drug screening and is an equal opportunity employer.



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JOB DESCRIPTION

Job Title:	Maintenance I
Department:	Maintenance

SUMMARY:

Performs basic maintenance work including painting, plumbing, general construction, grounds maintenance, and other duties as assigned. Reports to the Director of Maintenance Operations.

Job responsibilities shall include the following. Other duties may be assigned.

1. Complete vacant unit rehabilitation including cleaning, painting, surface repair, and other basic functions.
2. Perform basic maintenance work on structures, electrical, plumbing, heating, and air conditioning to insure a high standard of maintenance of the housing development.
3. Assist maintenance staff on major maintenance or construction projects such as periodic overhauling of air conditioning and heating equipment, repainting of structure, installing new plumbing fixtures, and remodeling or adding to existing structures.
4. Perform basic tasks using power tools. Use hand tools when making repairs on equipment and structures.
5. Assist skilled carpenters and maintenance mechanics in repairing and replacing doors, windows, screens, shelves, cabinets, and painting of structures. Transport material and equipment.
6. Perform maintenance duties such as painting, driving vehicles, operating mechanized equipment such as mowers, tractors, etc. and operating other equipment as needed.

7. Execute service calls such as changing appliance parts, plumbing, basic HVAC, etc.
8. May perform the work of a higher classification for training purposes and/or lower classifications as required to meet work requirements.
9. Respond to emergency work order requests and perform after-hours emergency work orders as necessary.
10. Other duties as required by supervisor.

SUPERVISORY RESPONSIBILITIES:

Position has no direct staff supervisory responsibilities.

POSITION 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.

EDUCATION and/or EXPERIENCE:

High school diploma or equivalency degree and one to three months related experience or training; or equivalent combination of education and experience.

COMMUNICATION SKILLS:

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively deal with immediate associates and residence.

MATHEMATICAL SKILL LEVELS:

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.

PROBLEM SOLVING ABILITY:

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid driver's license.

OTHER SKILLS AND ABILITIES:

Tools used may consist of measuring instruments, saws, screwdrivers, and other like hand tools. Power tools such as drill motor, skill saw and saber saw.

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 occasionally required to stand, walk, sit, stoop, kneel, crouch, or crawl. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus. Lifting or carrying objects in excess of 50 pounds is often required.

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 frequently works in outside weather conditions. Considerable care should be taken to prevent injury to self and others. Seldom exposed to hazardous conditions. The noise level in the work environment is usually moderate.

APPROVALS

EMPLOYEE
SIGNATURE _____ DATE _____