



Stanislaus Regional Housing Authority

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

***Job Announcements for the Position of
Maintenance Worker Part-Time (Valley Manor)
\$26.58 / hour***

THE AGENCY

Stanislaus Regional Housing Authority, a non-profit, 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 most efficiently and effectively.

HOUSING

Provide decent, safe, and affordable rental housing and homeownership 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.



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THE POSITION

This position performs a variety of skilled maintenance and repair of Authority managed buildings and grounds. This is a part-time position with varied workdays. Total working hours will not exceed 999 hours per year.

SUPERVISION RECEIVED

Receives general supervision from the Property Manager and Property Maintenance Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Other duties may be assigned:

- Replace window and door screens, and patch and repair roofs as necessary.
- Repair and replace parts on stoves, refrigerators, and other major household appliances.
- Repair and replace plumbing fixtures including sinks, toilets, faucets, and pipes; clear obstructions from water and sewer lines; repair sprinkler systems.
- Repair and replace damaged cabinetry, countertops, tile, and miscellaneous flooring.
- Install and replace a variety of hardware including door locks, door jambs, handicap bars, and curtain rods/blinds.
- Install, inspect and repair electrical, gas, water, and appliance systems.
- Read and interpret sketches, diagrams, drawings, and blueprints.
- Install, repair, and replace fences and gates.
- Repair and install electrical and lighting systems; including fixtures, switches, outlets, fuse boxes, and breaker panels.
- Test and adjust smoke alarms; replace batteries as needed.
- Purchase maintenance materials as authorized and required.
- Operate light-duty vehicles with Auto/Manual transmission.
- Paint and clean dwelling units to prepare them for occupancy.

NON-ESSENTIAL DUTIES

- Participate in the moving of large appliances.
- Attend training programs as required.
- Apply pesticides and herbicides following safety procedures and maintains records of fertilizers and chemicals used.

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



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ability
required.
Reasonable

accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and EXPERIENCE

Completion of high school with a diploma or GED certificate. Minimum of two (2) years experience in the building maintenance trades.

Ability to:

- Plan and establish work order priority on work to be completed daily.
- 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.

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.
- Safe work practices.
- Use of tools, and equipment used in building and ground maintenance.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to effectively present information in one on one or small group situations to customers, vendors, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide into all units of measure, using whole numbers, common fractions, and decimals.

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.



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 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, stop, kneel, crouch, or crawl, and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Driver's License.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform 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 electric shock. The noise level in the work environment is usually moderate.

APPLICATION AND SELECTION PROCESS

To apply for this position applicants must submit a Stanislaus Regional Housing Authority Employment Application by visiting <https://stanregionalha.org/business-services/employment/>

This position is open until filled. Applications will be screened for minimum qualifications as they are received.

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 be interviewed. The 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 Stanislaus Regional 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

The hourly rate for this position is \$26.58.

The Authority participates in Social Security.

Stanislaus Regional Housing Authority 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.