Stanislaus Regional Housing Authority
ALPINE | AMADOR | CALAVERAS | INYO | MARIPOSA
MONO | STANISLAUS | TUOLUMNE COUNTIES

Job Announcement for the Position of

Maintenance Worker I/II

$22.91 - $28.65 hourly

$26.16 - $32.71 hourly

THE AGENCY

Stanislaus Regional Housing Authority (Housing Authority), a public agency, corporate and politic, is committed to addressing the unmet housing needs of residents and communities in our county. The Housing Authority manages approximately 2371 units throughout the counties it serves under a variety of affordable housing programs including Public Housing, year-round farm labor housing, migrant housing and other affordable housing units.

The Housing 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 Stanislaus 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 Maintenance Worker I/II performs a variety of semiskilled maintenance and repair of Authority managed units and grounds.

Distinguishing Characteristics:

Maintenance Worker I: This is the entry level class in the Maintenance Worker series and is distinguished from the Maintenance Worker II by the performance of the basic and more routine tasks and duties involved in the installation, repair and maintenance of the Authority managed facilities and grounds. Since this class is typically used as a maintenance training class, employee may have only limited or no directly related work experience.

Maintenance Worker II: This is the journey level class within the Maintenance Worker series. Employees within this class are distinguished form the Maintenance Worker I by the performance of the full range of building and grounds maintenance and repair work including the more complex tasks. Employees at this level receive only occasional instructions or assistance a new or usually situations arise and are fully aware of the operational procedures, and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the MWI level. When MWII is filled form the outside, prior maintenance work experience is required.

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

Maintenance Worker I

- Maintains various facilities and housing units by performing minor and routine tasks such as painting, plumbing, electrical wiring, stripping of tile floors, cleaning rugs, cleaning appliances and walls.
- Maintains grounds by performing such tasks as planting, watering, and maintaining landscape areas consisting of lawns, bushes, trees, flowers and shrubs, digging trenches, clearing brush, moving wet concrete and dirt in wheelbarrows, digging postholes, and repairing fence boards. Notifies department management of the need for major repairs or additions to lighting, heating and ventilating equipment.

Maintenance Worker II

- Repairs or replaces plumbing fixtures, sewer lines and sprinkler systems, electrical and lighting systems, parts on household appliances, and miscellaneous hardware such as door locks, door jambs, window screens, handicap bars, and curtain rods and blinds.
- Prepares and paints the interiors and exteriors of Housing Authority units and buildings.
- Builds, repairs and installs counters, cabinets, benches, partitions, floors, doors, building framework and trim.
- Performs routine maintenance on equipment and hand tools.

Maintenance Worker II Essential functions, continued:

- Installs, adjusts and replaces smoke alarms; replaces batteries as needed.
- Installs items such as window shades, venetian blinds, curtain rods, wall fans, and door locks for tenants.
- Operates equipment such as dump truck, fork lifts and power tools such as paint sprayers, mowers, edger's and blowers.
- Notifies department management concerning the need for major repairs or additions to lighting, heating and ventilating equipment.
- Complete essential functions for a MWI.
- Applies herbicides, fungicides, and pesticides in accordance to safety procedures and maintains records of fertilizers and chemicals used.
- Participates in the moving of large appliances.
- Attends training programs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from 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.

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:

Work in an isolated or out-of-the-way area where there are no other employees to assist with the work and to complete work on a daily basis.

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

Understand and follow oral and written direction.

Ability to, continued:

Clean and care for assigned areas and equipment

Use and operate a variety of hand, power tools and vehicular and stationary mechanical equipment in accordance with safety procedures.

Drive light duty vehicles with automatic or manual transmissions.

Power walk behind gasoline lawn mower, edger and blower.

LANGUAGE SKILLS

Maintenance Worker I:

Ability to read and comprehend simple instructions, short correspondence, and memos.

Ability to write simple correspondence.

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

Maintenance Worker II:

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 organizations.

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 detailed but uninvolved written or oral instructions.

Ability to deal with problems involving a few 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 the essential functions.

PHYSICAL DEMANDS, continued:

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms, climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and peripheral vision

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 fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. 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 at https://stanregionalha.org/business-services/employment/. Position is open until filled. Applications received will be screened for minimum qualifications until the position is 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 Facilities Management Division Manager, and the Executive Director, who will interview the most qualified applicants. Final selection will be made by the Executive Director. The successful candidate will be required to successfully complete a background check, and 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

Regular employees of the Authority enjoy the following benefits:

- Annual leave - new employees accrue 10 days per year.
- 15 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 Stanislaus Regional Housing Authority is an equal opportunity employer.
- Stanislaus Regional Housing Authority is also a qualified employer for the Public Service Loan Forgiveness (PSLF) program. The PSLF program forgives the remaining balance on your Direct Loans.

The 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.