HOUSING AUTHORITY of MARICOPA COUNTY

HAMC

EMPLOYMENT OPPORTUNITY

Job Title: Maintenance Technician **- Rose Terrace**

Location Address: 525 E. Harrison Drive
Avondale, AZ. 85323

Salary: Up to $21.73/hour DOE

Conditions of Employment: This is a full-time, non-exempt, and unclassified position

Closing Date: **Open Until Filled**

The Housing Authority of Maricopa County (HAMC) is seeking highly motivated applicants for the position of Maintenance Technician. Applicants should be committed to teamwork, have a shared commitment to quality of everyday work, and demonstrate the willingness to assume ownership in completion of tasks.

Our Mission
The mission of the Housing Authority of Maricopa County is to improve the quality of life of families and strengthen communities by developing and sustaining affordable housing programs; and to become a leading housing authority by exemplifying best practices, offering innovative affordable housing programs, and expanding accessibility throughout Maricopa County.

Our Vision
We dedicate ourselves to creating and sustaining an environment where every Maricopa County family has an opportunity to obtain safe, affordable housing, which provides an environment to raise a well-rounded, strong and healthy family.

Representative summary of important and essential job functions
Summary: *Under general supervision, performs skilled and semi-skilled labor in the repair and maintenance of HAMC properties; maintenance tasks include cleaning, carpentry, plumbing, mechanical and basic non-licensed electrical work.*

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Performs a variety of unskilled, semi-skilled and skilled housing maintenance and repair tasks using carpentry, painting, plumbing, heating, electrical and mechanical skills; operates hand and power tools.
- Assists in the maintenance and repair of HAMC public housing properties, including cleaning, carpentry, painting, plumbing, and mechanical work; operates hand and power tools as required.
- Reads and interprets work orders; identifies material and equipment needs for each assigned project, and orders supplies; prepares written reports as required and documents the work performed.
- Performs repairs, preventive maintenance and component replacement on mechanical, electrical and plumbing systems and equipment as needed.
- Makes structural repairs to doors, windows, fences, roofs, foundations, ceilings, floors and walls.
- Assists with tracking and reordering supplies and materials for inventory stock; cleans and maintains equipment; disposes of hazardous materials according to safety standards.
- Maintains, cleans, adjusts, and repairs heating and air conditioning units.
- Inspects property; checks property and grounds for unsafe conditions, and clears hazards; reports safety conditions, security issues and illegal activities; maintains landscaping as needed.
- Utilizes proper safety precautions in all work performed; reports problems and emergency situations.
- Cleans up spills and unsanitary conditions in a timely manner and according to procedures.
- Maintains absolute confidentiality of work-related issues, client records and HAMC information.

- Supports the relationship between HAMC and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and HAMC staff.
- Promotes the Executive Director's priorities for the operations of HAMC.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of HAMC policies and procedures.
- Knowledge of practices, procedures and equipment used in maintenance of housing properties.
- Knowledge of tools and equipment used in building and grounds maintenance.
- Knowledge of cleaning methods for floors, carpets, furniture, walls and fixtures.
- Knowledge of occupational hazards and safety precautions.
- Skill in maintaining and repairing public housing properties.
- Skill in operating and maintaining tools and equipment in a safe and effective manner.
- Skill in the use and maintenance of power and hand tools.
- Skill in following and communicating proper safety standards.
- Skill in performing heavy manual labor in a desert environment.
- Skill in effectively communicating verbal and written instructions.

Education, Experience, Certifications and Licenses:

- High School diploma or GED equivalent; AND three (3) year's building maintenance, carpentry and plumbing experience; OR equivalent combination of education and experience.
- A valid State of Arizona Driver's License and good driving record are required.

The Housing Authority of Maricopa County participates in the Employment Eligibility Verification Program (E-Verify) and requires a background check for new employees.

Work Environment

- **Environmental Factors**: Work is performed indoors in unsanitary conditions, and in outdoors environment with prolonged exposure to Arizona heat; required to lift and carry up to 50 pounds, and perform heavy physical work, including climbing, bending, kneeling and lifting in performing maintenance, repair and rehabilitation work projects; the noise level in the work environment may be loud.
- **Equipment and Tools:** Standard equipment includes vehicles, grounds maintenance equipment, and hand and power tools.

Filing Process

As part of the job application process your completed online application must be completed to be considered for the postion at www.maricopahousing.org.

Equal Employment Opportunity

It is the policy of the Housing Authority not to discriminate in employment or the provision of services. HAMC is an Equal Opportunity Employer. HAMC Human Resources provides reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Please contact the Human Resrouces at 602-744-4500 if you require assistance.