



OPEN OPPORTUNITY

Position	Maintenance Technician				
Assignment	Public Housing				
Work Hours	Shall fall within the hours between 7:00 A.M. & 5:00 P.M.				
Salary Range (Monthly) Classic Rate	Step A \$3,557	Step B \$3,735	Step C \$3,992	Step D \$4,118	Step E \$4,324
Supervisor	Maintenance Supervisor				
Final Filing Date	Monday July 17, 2017 4:00 P.M.				

Application Requirements

An official Housing Authority application form must be submitted to Human Resources Department by the final filing date. Incomplete applications cannot be revised after the final filing date. Resumes may be submitted as additional information only. Applications are available online at hacsj.com or at 421 S. El Dorado Street Stockton CA 95203 and may be submitted by mail, in person, by email to NGlossa@hacsj.com or by Fax to (209) 460-5117.

Selection Procedure

1. Applicants' qualifications will be evaluated and applicants who clearly appear to be qualified in terms of job prerequisites are eligible to be invited to an interview. Examples of acceptable combinations of education, training and experience include:
 - 8 years experience may be substituted for a BA degree.
 - 4 years experience may be substituted for an AA degree.
 - The length of a training and/or certificate program may be substituted on a 2:1 exchange of months attended for experience (2 months attendance equals 1 month of experience.)
2. Quality ranking factors will be knowledge and ability, education, training and/or experience, and required skills necessary for successful job performance. Candidates will be rated on these and other factors and must receive a majority of acceptable ratings and an average rating of 70 or better to qualify for ranking.
3. The final selection of candidates to fill these vacancies shall be made by the Executive Director from among those recommended, in accordance with the evaluation of the candidates relative to the needs of the Authority. An eligible/promotional list (if applicable to the posted position) will be established. However, when there are less than three (3) names on the list, or the list has been in place for over one (1) year, or when it is necessary to modify the position description, the Executive Director may require a new list. **All positions generally start at the Step A rate.**

Position Description Attached

Position Description

Position Title:	Maintenance Technician	Pay Classification:	Non-Exempt
Supervisor:	Maintenance Supervisor	Effective Date:	11/06/08

Position Summary

Under the direct supervision of the Maintenance Supervisor, the Maintenance Technician performs skilled maintenance and repair tasks and installations of Authority buildings, grounds, apartments, and equipment. Individual must demonstrate knowledge of heating, carpentry, painting, electrical and grounds maintenance skills.

Essential Job Functions *(If necessary, individuals with disabilities are encouraged to request reasonable accommodations to assist them in performing the essential functions of this position.)*

1. Performs required, planned and corrective maintenance to buildings, fixtures, systems, and equipment.
2. Performs routine, plumbing, electrical, masonry and carpentry tasks.
3. Performs preventive and cyclical maintenance on equipment, appliances, and carpentry components.
4. Completes work orders according to established time standards.
5. Installs or removes various appliances and equipment such as ranges, windows, air conditioner units, space heaters, and wall furnaces; removes refrigerators as necessary.
6. Performs building and grounds maintenance and repair tasks through the use of such tools and equipment as, but not limited to common hand tools, glass cutters, wrenches, pipe cutters, drain augers, shovels, rakes, lawn mowers, caulking guns, trowels, paint rollers, spray guns, saws, drills, etc.
7. Operates heavy equipment including, but not limited to, sewer machine and sand blasting machine as needed.
8. Performs tasks to maintain Authority vehicles, tools and equipment.
9. Maintains grounds by cleaning up debris, mowing lawns, raking grass and leaves, trimming shrubs and trees, etc.
10. Performs necessary repairs and replaces worn or broken parts and components on various appliances and equipment as requested.
11. Replaces and/or recalibrate various controls and devices on a variety of appliances.
12. Performs routine plumbing repairs of a complex or technical nature including, but not limited to unstopping plumbing fixtures and lines using appropriate tools; replaces faucets and control valves on equipment; replaces or repairs plumbing fixtures and components; and repairs and replaces exposed waste piping.
13. Performs routine electrical repairs such as diagnosing overloads, short circuits, and faulty fixtures to determine necessary repairs; checks, resets, and replaces circuit breakers and fuses; replaces faulty switches, receptacles and covers; repairs or replaces light fixtures and replaces globes; tests and replaces smoke detectors; performs minor wiring repairs not involving replacement.
14. Repairs and replaces damaged subflooring; replaces damaged vinyl sheet goods and vinyl composition tile and base.
15. Repairs or replaces exterior woodwork, vinyl and aluminum.
16. Performs masonry repairs such as painting, masonry joints and repairing damaged components.

17. Repairs or replaces cabinets including the installation of new cabinets; fabricates replacement doors, drawers, and other components needed for cabinet repair or replacements; and installs new counter tops.
18. Repairs or replaces plaster or drywall, including the proper application of drywall texture.

19. Diagnoses problems and determines needed repairs on various appliances and equipment including ranges, heating systems, air conditioners, laundry equipment and water heaters.
20. Repairs and replaces windows, window screens, interior and exterior doors, screen doors, and related locks and hardware.
21. Performs other duties as required including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Required Knowledge and Abilities

1. Knowledge of skills in plumbing, electricity, heating, carpentry, painting, and mechanical equipment applications.
2. Knowledge of the methods, practices, tools, and materials used in building maintenance and repair and grounds keeping.
3. Knowledge of occupational hazards and applicable safety precautions of the assigned work.
4. Ability to perform heating and plumbing repairs.
5. Ability to perform building maintenance tasks of varying difficulty with limited supervision.
6. Ability to establish and maintain effective working relationships with co-workers, residents, contractors, and the general public.
7. Ability to follow oral and written instructions.
8. Ability to communicate both orally and in writing.

Minimum Education, Training and/or Experience

1. Graduation from high school or equivalent. Technical courses and/or training in electrical, plumbing systems, repair and maintenance, and/or carpentry repair work is highly desirable.
2. At least three (3) years experience in building and grounds maintenance.
3. An equivalent combination of education, training, and experience, which provides the required knowledge and abilities, may be substituted on a two for one basis.

Additional Requirements

1. Ability to operate a variety of carpentry, electrical, and plumbing equipment, tools and machines.
2. Ability to work and/or inspect in wet, damp, hot, cold, or dusty places. Ability to gain access to work areas.
3. Ability to work while standing for extended periods of time.
4. Ability to move objects or materials such as sinks, counter tops, solid core and metal doors, debris, floor tile, fan motors and other HVAC parts, etc.
5. Ability to handle ranges and refrigerators using appliance hand-trucks.
6. Ability to lift up to 40 pounds from the floor to overhead or handle a variety of materials such as sinks, counter tops, solid core and metal doors, debris, floor tile, fan motors, and other HVAC parts, etc.
7. Ability to move or carry objects in excess of 70 pounds with assistance of a hand-truck or additional person.
8. Must possess and maintain an applicable California Driver's License and a driving record acceptable to the Authority's insurance carrier. (Exceptions will be considered on a case by case basis)



The Housing Authority of the County of San Joaquin values diversity in its work force and is committed to equal employment opportunity and affirmative action. Minorities, females, and persons with disabilities are encouraged to apply

To request accommodation as provided by the Americans with Disabilities Act (ADA), please contact the Human Resource Office at (209) 460-5017, California Relay Service Dial 711