



**OPEN EMPLOYMENT OPPORTUNITY**

February 8, 2018

Position	Maintenance Worker
Assignment	Public Housing
Work Hours	Shall fall within the hours between 7:00 A.M. & 5:00 P.M.
Salary Range (Hourly)	\$3149    \$3307    \$3472    \$3645    \$3828
Supervisor	Maintenance Supervisor
Final Filing Date	February 21, 2018 at 4:00pm

**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 448 S. Center Street, Stockton CA 95203 and may be submitted by mail, in person, 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

<b>Position Title:</b>	Maintenance Worker	<b>Pay Classification:</b>	Non-Exempt
<b>Supervisor:</b>	Maintenance Supervisor, Maintenance Foreman	<b>Effective Date:</b>	10/16/14

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### Position Summary

Under the direct supervision of the Maintenance Supervisor/Migrant Center Manager, the Maintenance Worker performs general manual and limited semi-skilled and/or unskilled work in the maintenance and upkeep of the Authority's buildings and/or grounds. The incumbent is responsible for performing a variety of custodial, maintenance, and grounds keeping tasks. The individual will operate simple hand tools and small motorized equipment such as stripping machines and power mowers. Instructions are specific in nature on all but previously learned tasks, and work is subject to review for quality upon completion.

**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. Carries away debris for eventual disposal as instructed. Maintains grounds free of debris.
2. Visually inspects hallways and common places and eliminates any obstacles to free passage and ensures that adequate lighting is provided at all times.
3. Dig holes and trenches in preparation of work to be done by contractors or other maintenance personnel.
4. Washes and waxes floor surfaces, walls and ceilings.
5. Performs superficial repairs to water closets and drains, usually consisting of unplugging them and freeing them for normal use.
6. Lifts, loads and unloads heavy objects, such as stoves and refrigerators, into and out of trucks.
7. Reports any unsafe or hazardous conditions encountered or observed on or in any Authority property or building.
8. Uses a variety of small hand tools and implements such as rakes, shovels, brooms, mops, pliers, hedge clippers, power mowers, vacuum cleaners, etc.
9. Assists department staff where and when needed. This may include assisting with lifting, loading and unloading heavy objects such as stoves and refrigerators into and out of vehicles.
10. Mows lawns, prunes trees and shrubbery to maintain a neat and healthy condition and appearance, including fertilizing when needed.
11. Performs general cleaning of housing units and Authority facilities.
12. 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 building and grounds maintenance practices and procedures.
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 operate gasoline-driven equipment such as, but not limited to, power mowers and light trucks.

5. Ability to establish and maintain effective working relationships with co-workers, residents, contractors, and the general public.
6. Ability to follow oral and written instructions.
7. Ability to communicate both orally and in writing.
8. Ability to lift heavy objects such as refrigerators or ranges into and out of trucks or other carriers with the assistance of other maintenance staff.
9. Ability to perform manual work such as digging, shoveling, and sanding.

### **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. One year experience in building maintenance and/or grounds care.
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 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.
3. Ability to work and/or inspect in wet, damp, hot, cold, or dusty places.
4. Ability to stoop and kneel in order to gain access to work areas.
5. Ability to work while standing for extended periods of time.
6. Ability to handle ranges and refrigerators using appliance hand-trucks.
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)

### **Equal Opportunity and Drug-Free Environment Employer**

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**