



JOB POSITION AVAILABLE

FROM: Amy Clark, CEO

SUBJECT: Job Posting

DATE: July 27, 2020

CEO

Amy S. Clark

BOARD OF
COMMISSIONERS

Thomas Meyer
Chairman

Rebecca McReynolds
Vice-Chairman

Pat Broderick

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Rev. Kenneth Porter

Mary Fuhr

Katie King

The following maintenance position is posted for the agency:

- Maintenance Technician – All AMPs - Floater

Minimum pay scale for the position is \$15.97
Benefits not included in base salary

A copy of the job description for the full-time positions is attached. Duties, responsibilities and eligibility requirements are listed within the job description.

Interested persons may apply for either position by submitting a letter of interest to the CEO no later than the close of business on Friday, August 7th, 2020

Attachment





JOB DESCRIPTION

Job Title: Maintenance Site Worker
Member of: Maintenance Department
Report to: Maintenance Supervisor
FLSA Status: Non-Exempt/Hourly

Job Statement:

Under the direct supervision of the Maintenance Supervisor and expertise of the Maintenance Lead Tech, the Maintenance Site Worker is responsible for performing maintenance and repair activities for all properties under the jurisdiction of the Greater Metropolitan Area Housing Authority of Rock Island County (GMAHA).

Duties and Responsibilities:

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as deemed appropriate. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

- Carries out the maintenance and repair for the assigned property by performing various carpentry, electrical, plumbing and HVAC duties on both the interior and exterior of facilities, including but not limited to:
 - Wiring and mechanical parts for electrical systems, motors, devices and appliances
 - Plumbing fixtures and fittings (e.g., leaky faucets, clogged drains and sewer lines, damaged toilets, sinks, and water cutoffs)
 - Water heaters and lavatory sinks and connecting piping
 - Gas main piping and connecting equipment
 - Refrigerators, gas and electric stoves/ovens, furnaces, smoke detectors and heat pumps
 - Damaged walls, roofs, woodwork, floors, gutters, downspouts, garage

- doors, fences and gates, doors and windows, cabinets, doorbells, mailboxes, peepholes, clothes lines and insulation
 - Window screens and glass
 - Door locks
- Makes daily rounds and maintains property grounds, including but not limited to:
 - Removing trash and clearing debris
 - Clearing drainage, spreading road surface material and filling potholes
 - Landscaping, mowing/trimming, planting, trimming trees and repairing fences
 - Plowing snow, salting/sanding roads, shoveling walkways and placing signs
- Conducts inspections and makes repairs consistent with Uniform Physical Conditions Standards (UPCS) and Housing Quality Standards (HQS).
- Operates and checks for safety and functionality on a wide variety of small engines, hand tools, power tools, pumps and chainsaws.
- Maintains and repairs various tools, machinery and equipment, including checking and maintaining lubricant levels and replacing or adjusting worn or damaged parts.
- Performs basic maintenance or repair on GMAHA fleet vehicles, including checking tire pressure and adding oil or fluids.
- Regularly reviews the work order system and performs assigned work orders, ensuring completion within deadlines and GMAHA standards.
- Works on-call on a rotating basis and responds to emergency calls after hours and on weekends, as needed.
- Inspects vacated units, determines the nature and time required to complete apartment preparation and painting, and estimates the necessary supplies and materials.
- Monitors and assists in the training of summer youth, community service workers, temporary workers and others.
- Assists outside contractors. as needed.
- Distributes notices to residents, as directed.
- Ensures effective communication with GMAHA staff, residents and inspectors on behalf of the Maintenance Department.
- Treats all individuals with respect, courtesy and professionalism.

- Supports, promotes and represents the overall mission, values and purpose of GMAHA.

Qualifications and Knowledge:

- High school diploma or equivalency degree.
- Vocational technician certification or at least 2 years of experience or training in building maintenance, construction or mechanical maintenance and repair.
- Strong knowledge of techniques, tools and materials used in carpentry, plumbing, electrical and HVAC repair.
- Strong math skills with the ability to measure and calculate size, weight, volume and amounts.
- Ability to use a variety of hand tools, power tools and test equipment.
- Ability to clearly communicate through texts and email on a handheld electronic device.
- Ability to understand and apply the UPCS and HQS standards.
- Strong interpersonal and customer service skills with the ability to effectively communicate with diverse individuals.
- Strong teamwork skills.
- Understanding of low-income client populations.
- Ability to work independently within established guidelines with limited supervision.
- Ability to regularly travel throughout the Authority's coverage area.
- Ability to work on-call on a rotating basis and respond to an emergency, including on weekends and after-hours.
- Possession of a valid driver's license and insurability under the Authority's insurance carrier's standards.
- Ability to meet bonding requirements.
- Technical skills comparable to a journeyman for the maintenance of facilities preferred.

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 will be made to enable qualified individuals with disabilities to meet the demands.

While performing the duties of this job, the employee is regularly required to sit, stand or walk; use hands to finger, handle, or feel; reach or grasp with hands and arms, including overhead and from floor to waist; bend, stoop or kneel; balance in high places, climb ladders and crawl into tight spaces, including attics and crawl spaces; lift, carry and/or move up to 50 pounds independently, and over 50 pounds with assistance; talk or hear; and operate a motor vehicle.

Specific vision abilities required by this job include close vision and the ability to read from a computer or electronic device, and the vision required to operate a motor vehicle.

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 will be made to enable qualified individuals with disabilities to meet the requirements.

The noise level in the work environment is usually moderate but occasionally loud while involved in repair or maintenance. The employee is regularly exposed to outdoor weather conditions during all seasons; dust, vibration and odors; risk of electrical shock; heights or tight spaces; chemicals (e.g., cleaning solutions, solvents, insecticides) and skin irritants; and moving parts or mechanical hazards. The employee may be required to use goggles, gloves, masks, lumbar support belts, safety boots, and other safety equipment.

* * *

ACKNOWLEDGEMENT & RECEIPT:

I have read and understand the job description for this position. I understand that the above statements reflect the general details necessary to describe the principle functions of the position and may not be construed as a detailed description of all the work requirements that may be required on the job. I acknowledge that I am able and responsible for the satisfactory execution of the essential functions, as described.

Employee Signature

Date