

HOUSING AUTHORITY OF THE COUNTY OF KERN
601 - 24th Street
Bakersfield, CA 93301

NOTICE OF POSITION VACANCY
OPEN AND PROMOTIONAL

TITLE: Maintenance Worker I

LOCATION: Bakersfield, CA

SALARY: Option II: \$2,689.35 – 3,283.18 monthly + benefits + apartment

Apply online at www.kernha.org. Attach a resume and copies of pertinent trainings or certifications, if any.

SUMMARY

Under supervision, performs semi-skilled duties in the alteration, repair and maintenance of Housing Authority building facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Receives written work orders or verbal instructions from lead maintenance worker and completes information on work orders when work is completed.

Maintains and repairs Housing Authority buildings' electrical systems, including replacing worn or defective parts such as switches, fixtures and plugs.

Repairs and adjusts heating, refrigerating and air conditioning equipment (including replacing valves, filters, motors and other parts of evaporative coolers), water heaters, gas ranges and garbage disposals.

Installs, repairs or replaces broken windows and screens.

Replaces missing or damaged floor or ceramic tiles. Repairs roofs as required.

Alters, repairs or constructs structures of wood, such as partitions, counters, doors, cabinets and window frames.

Repairs door closures and replaces locks, making keys with a key machine as necessary.

Operates and maintains saws, sanders and a variety of other power and hand tools safely and skillfully.

Maintains and repairs Housing Authority buildings' plumbing systems, including replacing broken pipe, cleaning plugged drains and pipes, replacing floats, valves and washers, and flushing sewer lines.

Patches, paints and resurfaces interior and exterior walls and ceilings, patches and paints trim and doors.

Cleans vacant dwelling units, community buildings and Development office (including restrooms), as necessary, including vacuuming, sweeping, mopping, dusting, waxing and stripping floors, washing windows and removal of cobwebs.

Performs grounds maintenance work including seeding, watering, mowing, cultivating, edging, pruning, applying fertilizer, collecting rubbish, cleaning gutters and drains. Drives truck, loads fallen tree limbs and roadside trash onto truck, and delivers refuse to landfill.

Conducts annual inspections of dwelling units and completes corrective maintenance and repair work indicated by such inspections.

Works co-operatively with fellow employees and the general public.

Due to the variety of funding sources at various housing developments employee requirements may vary from site to site. Incumbents filling these positions may work at varying locations with varying duties as follows:

Option One: Maintenance Worker I—Live Off-Site

Workers filling this position will work in a development owned and/or operated by the Housing Authority but will not live on-site nor be granted an apartment as part of their compensation.

Option Two: Maintenance Worker I—Live On-Site

Workers filling this position will work in a development owned and/or operated by the Housing Authority and will be required to live on-site. Their housing and utilities are included as part of their compensation.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and one year of experience as a maintenance worker trainee or a temporary maintenance worker for the Housing Authority or two years of experience in general building maintenance and repair work, qualifying applicant to perform the above duties at a semi-skilled level.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively to residents, coworkers and supervisors.

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.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid California Drivers' License and be insurable by the Housing Authority's auto insurance carrier.

Possession of or the ability to secure within one year from the date of hire, the Uniform Physical Condition Standard (U.P.C.S.) Certification.

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.

While performing the duties of this job, the employee is regularly required to communicate with co-workers and the public. The employee frequently is required to use various hand tools. The employee is frequently required to move from one work site to another with or without a motorized vehicle; occasionally must accomplish repairs in such varied areas as building roofs, in attics and under sinks. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception as needed to operate a motor vehicle and perform maintenance tasks as listed in the essential duties.

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 regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; and risk of electrical shock. The noise level in the work environment is usually moderate.

BENEFITS

This is a regular full-time position and, as such, the employee will be entitled to all benefits afforded regular full-time employees of the Housing Authority - including medical, dental, vision, and life insurance; CalPERS retirement (employer match); sick leave; vacation and holiday pay.

SALARY PLAN

Each class or position in the Housing Authority is assigned a salary range with five steps or rates of pay. Newly hired employees begin on the first step of the appropriate salary range.

OTHER QUALIFICATIONS

1. Valid California Driver's License. Employee selected must be insurable by the agency insurance carrier. The Housing Authority will review driving records of candidates selected post offer.
2. Ability to communicate effectively orally and in writing in English is a requirement and may be subject to testing.
3. Applications will be screened for qualification fulfillment prior to interviewing. Please complete your application forms accurately, thoroughly and neatly. During the screening process, no assumptions will be made as to the quality, quantity or suitability of an applicant's previous experience. References will be verified post-interview.
4. ADA/Testing Accommodations: If you have a disability that requires accommodation for the examination process, you are required to notify the Personnel Director by the filing deadline.

APPLICATION

Candidates must be specific and complete in describing their qualifications for this position. Please attach resume and copies of any other certifications to your application. Based upon information presented on applications, a limited number of candidates with qualifications most applicable to this position will be scheduled for an interview appointment. Failure to state all pertinent qualifications may lead to elimination from competition.

In the event that we determine there are an insufficient number of qualified candidates in the applicant pool, the Housing Authority reserves the right to defer interviews to another time. This recruitment is being held to create eligibility lists for options 1 and 2 in this classification.

The Housing Authority of the County of Kern does not discriminate on the basis of handicap

in admission or access to or treatment or employment in its federally assisted program activities.

Applications will be accepted at the Housing Authority official website at:

www.kernha.org

Open until filled.

**THE HOUSING AUTHORITY OF THE COUNTY OF KERN
IS AN EQUAL OPPORTUNITY EMPLOYER**