

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

NOTICE OF POSITION VACANCY
OPEN AND PROMOTIONAL

TITLE: Site Monitor (evening & weekend shifts)

LOCATION: Bakersfield, CA

SALARY: \$14.4691 – 17.6639 per hour + benefits

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

SUMMARY

Under supervision of the Investigations Director, checks buildings and grounds at various Agency locations. Act as a deterrent to unsafe or poor behavior by providing high visibility throughout various locations, walking and surveying hallways, common areas, grounds, parking lots and documenting violations of Agency policies and procedures

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides scheduled monitoring of sites and reports irregular or suspicious circumstances to the appropriate parties;
- Takes appropriate action responding to fire, theft and damage to property;
- Answers questions and gives directions to members of the public and responds to concerns and complaints;
- Checks doors and windows after normal operating hours; turns out lights;
- Submit routine reports of activities, including, but not limited to, incident and accident reports;
- Walk the hallways, common areas, grounds and parking lots, to observe tenant conduct;
- Monitor cameras;
- Notifies administration of unusual activities or problems;

- May respond to fire, burglar, and elevator alarms to observe activity;
- May assist residents who are locked out of units;
- Drives to assigned sites utilizing Agency vehicle;
- Provide excellent customer service at all times. The essence of this customer service is maintaining friendly and cordial relations with staff, officials, and community partners;
- Must be willing to promote safe work practices. Ability to quickly assess potential problems and to respond in a manner that de-escalates the problem. Will report, (and if possible correct) any unsafe conditions immediately. Can be depended on to use good judgment;
- Handle complaints in a helpful, kind and courteous manner. Resolve the situations you can and calmly find assistance for those issues you cannot resolve;
- Ability to interact with individuals from various socio-economic, cultural and ethnic backgrounds;
- Good telephone manners and communication skills.
- Ability to work under pressure and maintain a calm demeanor at all time;
- Performs other duties as assigned.

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, skill, and/or ability 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); 1-2 years of progressively responsible customer service experience preferred or any equivalent combination of training and experience

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-

one and in small group situations to residents and other employees of the organization. Bilingual Spanish/English is preferred.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute area (room size).

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several 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.

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 by telephone and in person with residents, coworkers and the general public. The employee frequently is required to move from place to place within a dwelling unit and between dwelling units throughout the Agency. The employee must occasionally lift and/or move up to 50 pounds. The employee may be required to use a computer for the purpose of inputting and retrieving information, and must be able 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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to outside weather conditions. 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

Recruitment closes: Friday, April 23, 2021 at 5:00pm

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