



## Job Posting

Position: Preventative Maintenance Aide

Summary: The Biloxi Housing Authority (“BHA”) is seeking qualified candidates for the position of Preventative Maintenance Aide. The incumbent will be responsible for performing preventive maintenance tasks for BHA offices, housing units and grounds. The incumbent performs inspections and preventive maintenance of the interior and exterior of Authority properties, including mechanical, electrical, gas, plumbing, carpentry, painting and grounds.

Experience/Education Requirements: High school diploma or GED, or trade or vocational school certification, focusing in HVAC, carpentry, plumbing, and electrical repairs, and at least three (3) years of related experience in construction or building maintenance; possession of a skilled building trade license preferred; or any equivalent combination of education, training, and experience, which in the sole determination of the BHA, provides the required knowledge and abilities, may be considered sufficient.

Compensation: BHA offers a comprehensive and competitive benefits package. Salary is commensurate with experience and qualifications.

To apply for this position please submit resume, cover letter, and salary requirements to [bhaemployment@biloxihousing.org](mailto:bhaemployment@biloxihousing.org). For more information on BHA, visit [www.biloxihousing.org](http://www.biloxihousing.org).

# BILOXI HOUSING AUTHORITY

## Position Description

Classification: **Preventative Maintenance Aide**  
Supervisor: **Maintenance Supervisor**  
Department: **Maintenance**  
Status: **Non-Exempt** Pay Grade/Range:

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### Summary

The primary purpose of this position is to perform preventive maintenance tasks for BHA offices, housing units and grounds. The incumbent performs inspections and preventive maintenance of the interior and exterior of Authority properties, including mechanical, electrical, gas, plumbing, carpentry, painting, and grounds.

All activities must support the Biloxi Housing Authority (“BHA” or “Authority”) mission, strategic goals, and objectives.

### Essential Duties and Responsibilities

The following is a listing of the key duties and responsibilities of this position, and the skills, experience and knowledge required for the employee in this position. The listed duties should not be considered as a complete listing of all the work requirements, but a representative listing of the key duties of the position. Additional tasks to those listed below may be required, and individuals holding this position may be required to work in other areas of the housing authority to equalize or balance the workload, cover absences, or for other business needs of the housing authority.

1. Maintains and completes the scheduled filter changes at all properties and offices.
  - A. Completes visual inspection of the interiors of units while performing the filter change and HVAC inspection including the following:
    - i. Inspects all bathroom walls, ceilings, sinks, and toilets looking for water leaks and mildew.
    - ii. Inspects kitchens looking under sinks, disposal, dishwasher looking for leaks and mildew. Inspects kitchen hood and or microwave to see if they are fire damaged.
    - iii. Inspects all fire extinguishers to make sure they have not been discharged and are not expired. Checks smoke detector batteries for beeping or flashing to determine if they are low.
    - iv. Determines overall condition of unit which shall be inspected for hazards like broken windows, holes in walls, carpet trip hazards, loose stair treads or broken outlets and switch plates.

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- B. Conducts site inspections while walking from unit to unit including the following:
- i. Ensures pathways are clear of debris and trip hazards.
  - ii. Reviews exterior of building conditions including gutters and downspouts, screen doors, and screens.
  - iii. Ensures parking areas are clear of trash, monitors condition of parking lines and handicap signage.
  - iv. Confirms that office entry areas are clear of debris and any other hazards.
2. Makes minor repairs to the interior/exterior of BHA buildings and facilities, employing basic skills in the HVAC, electrical, gas, plumbing, and carpentry trades.
  3. Assists with carpentry repairs to damaged walls, roofs, woodwork, floors, gutters and downspouts, garage doors, fences, gates, windows, cabinets, doorbells, and interior and exterior doors.
  4. Uses brushes, rollers, and airless spray equipment to apply the required number of coats of paint, enamel, varnish, lacquer, or other protective or decorative material on a variety of surfaces, including wall and ceiling board, wood, metal, plaster, stucco, concrete, or brick.
  5. Assists with repairs or replacements to wiring and parts for electrical outlets, switches, light fixtures, and breaker switches and fuses; checks for and repairs gas leaks.
  6. Assists with repairs or replacements to plumbing fixtures and fittings, including but not limited to showers, faucets, drains, sewer lines, toilets, sinks and water heaters.
  7. Performs vacant unit turnover duties when assistance is needed due to workload or staffing changes, including overall cleaning, replacing locksets, and making minor electrical and wall/ceiling repairs; replaces toilets, appliances, drains, ceiling fans, and outlets as needed; ensures all items on make-ready sheet are completed to BHA standards.
  8. Performs general grounds maintenance by maintaining BHA roads, sidewalks, driveways, and parking areas; security lighting, playground and recreational equipment and furnishings; fencing, garbage and trash receptacles and facilities; drainage culverts, sewers, retention ponds and catch basins; and clothes poles and clothes lines.
  9. Repairs or replaces damaged materials or components of building, including, but not limited to walls, roofs, foundations, doors and windows, rainwater drainage systems, floors and floor covering materials, cabinets, and wood trim, plumbing fixtures, and heating/cooling equipment.

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10. Maintains and makes minor repairs to household appliances, BHA tools, and equipment.
11. Maintains communication regarding maintenance issues with customers and BHA personnel, reports problems regarding unsafe or unsatisfactory conditions to supervisor.
12. Responds to work orders submitted by Authority staff members and completes all assigned work in a timely manner.
13. With prior supervisory notice and approval, may work emergency and after business hours.
14. Performs other duties as assigned.

### **Required Knowledge, Skills and Abilities**

1. Knowledge of BHA building facilities and equipment.
2. Knowledge of BHA rules, policies, and safety procedures.
3. Knowledge of building component and repair materials terminology.
4. Skills in light equipment operation and maintenance.
5. Skills in the proper use and care of motorized equipment, shop, and hand power tools.
6. Skills in solving repair problems and performing mathematical calculations.
7. Knowledge of general repair and preventive maintenance techniques; and demonstrated ability to skillfully apply knowledge in performing assigned work.
8. Knowledge of mechanical, electrical, plumbing, refrigeration, and construction practices; and demonstrated ability to skillfully apply knowledge in performing assigned work.
9. Strong skills in the safe and proper operation of equipment, machinery, and tools normally associated with the construction and repair of dwellings, grounds, infrastructure, and appurtenances.
10. Ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals.
11. Ability to read and interpret blueprints, plans, work orders, and specifications.

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12. Ability to read and understand directions, instructions, warnings, service manuals and BHA policies and procedure manuals in writing or given orally in English.
13. Ability to train and coach others, and to work effectively in a team environment.
14. Ability to coordinate and perform multiple functions simultaneously.
15. Ability to work outside for long periods of time in all kinds of weather.

## Behavioral Competencies

*This position requires the incumbent to exhibit the following behavioral skills:*

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Customer Service: Provides timely, courteous, and quality service to all internal or external customers by anticipating individual needs, following through on commitments, and ensuring that our customers have been heard.

Communication: Employee is prepared, clear, concise, and organized in all facets of communication to fully establish understanding. Actively listens and understands the audience to adapt message appropriately. Communicates information with appropriate personnel in a timely manner.

Teamwork: Actively participates and collaborates across boundaries and works toward the achievement of common goals. Employee is adaptable and open to new ideas and/or approaches. Employee is aware of changes that impact internal and external customers and effectively communicates the impact when working as a team.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Safety Awareness: Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

## Supervision

The employee receives supervision from the Maintenance Supervisor and assignments from the and the Maintenance Supervisor and Maintenance Coordinator. Courses of action,

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deadlines and priorities are set by BHA operational needs or the Maintenance Supervisor, depending on the assignment. Routine duties are initiated and completed by the employee without supervisory direction and within established BHA policies, trade and industry standards, and health, safety, and city and state codes and ordinances. Instructions to the employee may be general or specific in nature. Complex problems or situations not covered by instructions are usually referred to the supervisor. The employee's work is reviewed regularly for accuracy, completion, and compliance with policies and procedures.

### Minimum Education and/or Experience

1. High school diploma or GED, or trade or vocational school certification, focusing on basic HVAC, carpentry, plumbing, and electrical repairs, and at least three (3) years of related experience in construction or building maintenance; possession of a skilled building trade license preferred; or
2. Any equivalent combination of education, training, and experience, which, in the sole determination of the BHA, provides the required knowledge and abilities, may be considered sufficient.

### Language Skills

Ability to communicate clearly and concisely, both verbally and in writing. Ability to understand and follow verbal and written instructions. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

### Special Requirements

1. Required licenses and/or certifications according to trade.
2. Must possess a valid Mississippi license, reliable transportation and insurable under BHA's automobile insurance plan.
3. Criminal background checks will be performed on all applicants.

### 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

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to travel to and throughout various Authority properties to clean and maintain grounds. Daily movements include sitting; standing; crouching; reaching and grasping; moving about the properties; and attending onsite meetings and offsite meetings. The employee must be able to exchange information in person, in writing, email, work order system and via telephone. The employee must routinely transport up to 100 pounds.

**Working 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.

Position generally works on Authority properties, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud, and the environment may be more hazardous than a standard office environment. This position may be required to work with contractors as well as Authority residents.

**Read and Acknowledged**

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**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Name [printed]**