

TUPELO HOUSING AUTHORITY
Employment Announcement
External Applicants

POSITION: MAINTENANCE AIDE (B)

DEPARTMENT: Maintenance

SHIFT: 8- Hour

SALARY: Depending on Experience

POSTED DATE: 11/25/18

CLOSING DATE: UNTIL FILLED

See Attached Job Description for Duties and Responsibilities, Qualifications, and Other Pertinent Information.

Interested applicants may apply at the Win-Job Center or Tupelo Housing Authority located at 701 South Canal Street, Tupelo, MS 38804.

Equal Opportunity Employer

An equal opportunity employer, the Tupelo Housing Authority adheres to all Federal laws, regulations, and orders prohibiting, discrimination based upon age, handicap or disability, race, religion, sex, marital status, national origin and veteran status.

TUPELO HOUSING AUTHORITY JOB DESCRIPTION

MAINTENANCE AIDE (B)

Exempt (Y/N): No	Salary Level/Range:
Location: North Green Street	Shift: 8 Hour Shift
Supervisor: Maintenance Supervisor	Department: Maintenance

SUMMARY

Under general supervision of Maintenance Supervisor or Maintenance Mechanic. Responsible for skilled and semi-skilled repairs, installations and maintenance of properties and grounds of the Housing Authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ❑ Maintains grounds and yards in assigned areas, cuts grass, trims grass and shrubbery, plants seeds, fertilizes and lays sod.
- ❑ Performs routine preventive maintenance duties such as: Repair of screen doors, windows, gutters, floors, minor repairs to electrical and plumbing systems, paintings and interior wall repair.
- ❑ Responsible for cleaning and all routine maintenance when preparing vacant units for rent-up.
- ❑ Supervises Maintenance Laborers when assisting in preparing vacant units and other routine maintenance at the request of the Maintenance Supervisor.
- ❑ Responsible for the care and security of assigned tools and equipment.
- ❑ Performs assigned duties and activities in a safe and reasonable manner with due regard to the safety of self and others.
- ❑ Reports to the Supervisor any and all unsafe and unsatisfactory conditions existing on, or in, Housing Authority property.
- ❑ Maintains satisfactory relationship with tenants, and will act in a responsible and professional manner when working with residents.
- ❑ Responsible for cooperating with and maintaining a good working relationship with all Housing Authority employees. Such relationship shall encourage an atmosphere which is conducive to the efficient accomplishment of this Authority's mission.
- ❑ Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS

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, which do not create undue hardship, will be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND / OR EXPERIENCE

- ❑ Graduation from an accredited High School or acceptable equivalent or vocational school.
- ❑ Apprenticeship skill of at least one year, or equivalent experience in one of the following crafts: Electrical, refrigeration, plumbing, carpentry, utility services.
- ❑ Equivalent experience as a general utility or maintenance mechanic in an industrial or commercial establishment is acceptable.

LANGUAGE SKILLS

- ❑ Ability to understand and follow oral and written instructions.

REASONING ABILITY

- ❑ Ability to apply basic logic or reason in routine and non-routine functions of operations, maintenance and construction.

CERTIFICATIONS, LICENSES AND REGISTRATION

- ❑ A valid driver's license is required.

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, which do not create undue hardship, will 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 talk and hear; frequently required to use hands and fingers to feel, control and operate power tools and equipment. Employee is required to frequently stand, walk, sit, crouch, climb, balance, stoop, kneel and reach with hands. Employee

must regularly lift and/or move up to 50 pounds. Specific vision requirements include close vision, peripheral vision, distance vision, color vision and the ability to adjust focus. Must have physical strength and agility to perform manual labor for extended periods of time.

WORK ENVIRONMENT

The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations, which do not create undue hardship, may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving equipment; occasionally exposed to electrical shock; regularly exposed to moderate to very loud noises. The employee frequently works outside in extreme weather conditions from rain and cold to extreme heat; is exposed to humid/wet conditions, fumes, airborne particles and vibration and occasionally toxic chemicals.

6/29/05