



Position Title: Maintenance Mechanic

Announcement No.: 20-007

Internal/External

DEPARTMENT: Public Housing Operations /Affordable Housing

OPENING DATE: Wednesday, March 04, 2020

SALARY RANGE: \$45,739 - \$ 73,216 per annum

CLOSING DATE: Until Fill

DESCRIPTION OF DUTIES: Under direct supervision of the Maintenance Supervisor, this position is responsible for ensuring the overall physical aspect of the property, meeting company standards, managing, and responding to resident maintenance issues and repairs. Performs a variety of skilled work in maintenance, repair, alteration, appliances, equipment, and fixtures in several of the building trades but not limited to the areas of heating and air conditioning (HVAC), carpentry, electrical, painting, plumbing, and construction of Housing Authority facilities.

SUPERVISION EXERCISED: No direct supervisory responsibilities.

ESSENTIAL JOB FUNCTIONS/DUTIES: Primary essential job functions are listed in “bold.” Secondary duties are not in “bold.”

- **Complete work orders and turn units in a timely manner and provide an excellent level of customer service. Timelines are determined by HUD’s, PHA Scoring.**
- **Maintain and repair Housing Authority facilities, equipment, and buildings by performing a variety of skilled carpentry, electrical, plumbing, heating, air conditioning, and related maintenance and mechanical repair work.**
- **Install, maintain, repair, replace, trouble-shoot, and diagnose gas and electric heating systems, air conditioning and refrigeration systems.**
- **Install, maintain, repair, and replace the full range of plumbing systems, components, and parts including but not limited to hot and cold water lines, sewer lines, building drains, gas and electric water heaters and elements, toilets, sinks, lavatories, showers, tubs and fixture trim, faucets, drains and traps; pumps; and related appurtenances on all types of pipe and fittings.**
- **Install, maintain, and repair the full range of electrical systems, components, and parts including but not limited to; electrical fixtures, circuits, breakers, fuses, receptacles, switches, lighting, and interior and exterior wiring and conduit, motors, and pumps; space heating equipment, wall and baseboards heaters, and related items.**
- **Perform a full range of carpentry, duties as assigned including but not limited to: installing, remodeling, repairing and replacing a variety of facility components such as counters, tables, desks, bookshelves, cabinets, partitions, walls, windows, glass, screens, shades, drapes, curtain rods, doors, trim baseboards, door casings, door jambs, thresholds, weather stripping, caulking, and related items and fixtures, and construct a variety of specialized items as required.**
- **Perform general janitorial work to the interior/exterior of building and perform landscaping functions, including cleaning and picking up debris and maintaining a high level of curb appeal.**

MINIMUM REQUIREMENTS: Applicants must possess experience and education defined below which has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Experience: Five (5) years of documented experience in three (3) or more trades, supplemented by two (2) years full-time journeyman level experience in building/facility maintenance, or construction.

Education: High school graduate or GED and one (1) or more year’s technical or college level course work in business, construction management, or related field.

LICENSES AND CERTIFICATIONS: Must possess appropriate universal EPA certifications Type I, II, and HVAC certification.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of building code requirements, policies, regulations, and guidelines pertaining to facility and equipment maintenance and repair.
2. Knowledge of occupational hazards and standard safety practices related to the work.
3. Perform a variety of preventative maintenance on mechanical systems.
4. Perform a full range of skilled and semi-skilled work in various building trades.
5. Ability to communicate clearly and concisely, both orally and in writing.
6. Ability to respond to emergency calls during and after working hours as required.

Motor Vehicle Operator Identification: Selectee must; (1) possess or have the ability to obtain a valid Nevada Driver's License, and maintain licensure for the duration of employment, (2) have a safe driving record.

EVALUATION AND SELECTION FACTORS: Applicants who meet the minimum requirements defined above will be further evaluated. Applicants who do not meet the minimum requirements defined above will not be considered for this position.

Supplemental Information: This is a non-exempt position and is eligible for participation in the bargaining unit that now represents Southern Nevada Regional Housing Authority employees.

Pre-Employment Drug Testing & Background Check: Satisfactory results of the pre-employment drug test and background check is required.

Equal Opportunity Employment Policy: SNRHA is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. SNRHA has established and adopted an Equal Employment Opportunity and Affirmative Action Policy. The Company will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law. This policy applies to all terms, conditions and privileges of employment including recruiting, hiring, initial periods of employment, job assignments, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination and separation.

HOW TO APPLY: All interested candidates must submit complete Employment Application, with updated Resume attached. Applicants can go to www.snrha.org click on employment tab and complete Employment Application on job portal. Applications can also be obtained and submitted at Southern Nevada Regional Housing Authority, Human Resources Department, 5390 E. Flamingo Rd, Las Vegas NV 89122 or by emailing hr_info@snrha.org or by calling (702) 477-3170, TDD (702) 387-1898. An incomplete Employment Application and/or failure to meet the minimum requirements listed above will result in disqualification. Additional information will not be accepted after the closing date.

Applications must be received in the Human Resources Department by 5:00 p.m. on the closing date. **Applications become the property of the Housing Authority and will not be copied or returned. The closing date may be earlier than listed based on number of applications received.**

Notice to Disabled Applicants: To request an accommodation contact the Human Resources Department.

QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION BASED UPON MERIT AND POTENTIAL WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR GENETICS. AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/SECTON 3 HUD EMPLOYER.