



Position Title: Maintenance Aide
Internal/External

Announcement No.: 20-023

DEPARTMENT: Public Housing Operations/Affordable Housing
SALARY RANGE: \$43,597 – 69,680 per annum

OPENING DATE: Wednesday, October 21, 2020
CLOSING DATE: Until Filled

DESCRIPTION OF DUTIES: Under direct supervision of the Maintenance Supervisor, this position performs a variety of skilled and semi-skilled work in the maintenance and care of buildings, multi-family, commercial and single-family housing units, community facilities, and property interconnected to housing portfolio. The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

SUPERVISION EXERCISED: No direct supervisory responsibilities.

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

- Perform general janitorial services interior/exterior of buildings, and grounds landscaping functions including cleaning and picking up debris and maintain a high level of curb appeal.
- Complete work orders and turn units in a timely manner and provide an excellent level of customer service.
- Perform a wide range of construction, alteration, maintenance, repair, and general upkeep of housing facilities; repair units upon vacancy.
- Install, maintain, and repair plumbing systems, components, and parts.
- Inspect, repair, and replace evaporative cooler valves, cooler pads, and evaporative cooler components and parts such as belts, motors, pumps, cages, spiders, supply valves, floats, and related items. Clean cooler cabinets, pans, and building roof.
- Assist in inspecting, cleaning, servicing, adjusting, and making basic repairs to a variety of heating, ventilating, air conditioning, evaporative coolers, and related equipment.
- Assist in repairing or replacing heating controls, pilot assemblies, thermostats, control valves, and related items.
- Assist in maintaining, repairing, replacing, troubleshooting, and diagnosing air conditioning systems, components, and parts of single dwelling units or central operations as required.

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: Two (2) years of maintenance experience in two or more of the building maintenance trades.

Education: High school graduate or GED.

LICENSES AND CERTIFICATIONS: Must successfully complete Fair Housing I and II and Discrimination and Harassment training classes within six (6) months of hire.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of procedures, materials, equipment and tools used in performing building maintenance and repair tasks including in the areas of plumbing, carpentry, painting, electrical, roofing, heating, sheet metal, masonry and other fields.
2. Knowledge of proper use and care of tools and equipment required for preventative maintenance requirements.
3. Ability to perform a full range of skilled and semi-skilled work in various building trades.
4. Ability to use and operate hand tools, equipment and power tools required for the work in a safe and efficient manner.
5. Ability to work independently in the absence of supervision, operate a motor vehicle safely.
6. Ability to lift and carry heavy objects.
7. Skill in identifying maintenance and repair needs.
8. Skill in establishing, maintaining, and fostering positive and harmonious working relationships with those contacted in the course of work.

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 on 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. 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 6:00 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/SECTION 3 HUD EMPLOYER.