



## EMPLOYMENT OPPORTUNITY SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

**Position Title: Maintenance Worker  
Internal/External**

**Announcement No.: 20-028**

**DEPARTMENT:** Public Housing Operations

**OPENING DATE:** Wednesday, November 18, 2020

**SALARY RANGE:** \$41,641.60-\$66,580.00 per annum

**CLOSING DATE:** Until Filled

**DESCRIPTION OF DUTIES:** This position performs a variety of skilled and semi-skilled work in the maintenance and care of buildings, multi-family, commercial, single family housing units, community facilities, and property interconnected to our housing portfolio. The duties listed below illustrate the various types of work performed.

**SUPERVISION EXERCISED:** No supervision.

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

- **Complete work orders assigned by the Maintenance Supervisor.**
- **Responsible for mowing and cutting lawns, trimming and/or pruning trees and bushes; removing leaves from sidewalk, performing maintenance repairs, installations or other tasks on fences, installing water and light systems, building fences, terraces and other structures, cleaning and maintaining pools; and/or applying pesticides, herbicides or other chemicals to soil, weeds, plants or other surfaces. Maintains grounds and participates in ground construction activities.**
- **Operates large power lawn mowers, edgers, hand tools, and large vehicles associate with ground maintenance and landscaping activities. Operates pick-up trucks, flat-rack trucks, and dump trucks for hauling purpose and for trash and debris removal. Performs minor maintenance and repair on equipment and tools as required. Assists in the maintenance of parking lots and other surfaces, including asphalt repairs and minor masonry or plastering work as required. Installs and removes outdoor signs, parking and traffic control barriers, and overhead banners as required.**
- **Perform grounds cleanup of property to include pick up and disposal of trash, cigarettes, pet waste or other trash or waste on the property, including in and around dumpsters. Performs tasks involving cleaning of dumpsters, pet pots or other trash disposal systems. Changes bags or liners in waste receptacles as needed.**
- **Assists in the preventative maintenance a repair to plumbing, heating, ventilation and air-condition equipment, pumps, electrical systems. Repair minor building/unit problems. Replace doors and locks. Unclog drains and seers. Preplace lighting fixtured and burned out bulbs.**
- **Secure unoccupied units. Clean, paint and repair (make-ready) unoccupied units. Make ready can encompass the following activities: painting, cleaning, drywall repair/installation, ceramic/vinyl tile repairs. Caulking, door repairs, door locks, general plumbing or electrical; window and door screen repairs and siding repair.**
- Adhere to the confidentiality standards of the Privacy Act of 1974, {U.S.C., & 552A} as amended.

**MINIMUM QUALIFICATIONS:** 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 maintenance experience.

**Education:** High School Diploma or GED with vocational school training or an equivalent combination of education and experience

**LICENSES AND CERTIFICATIONS:** Possession of, or ability to obtain an appropriate valid Nevada Driver’s License is required and must be insurable under SNRHA’s automobile policy.

**KNOWLEDGE/SKILLS/ABILITIES:**

1. Knowledge of SNRHA organization, operations, policies, and procedures.
2. Knowledge of materials, equipment, procedures and tools used in performing building maintenance and repair tasks including in the areas of plumbing carpentry, painting, electrical, roofing, sheet metal, masonry and other fields.
3. Knowledge of building code requirements, policies, regulations, and guidelines pertaining to facility and equipment maintenance and repair.
4. Work independently in absence of supervision.
5. Proper use and care of equipment and tools.
6. Ability to use and operate hand tools, equipment and power tools required for the work in a safe and efficient manner.

**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 are 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 visit [www.snrha.org](http://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.

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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