

Peninsula Housing Authority External Posting of Available Job

Position:	<u>Temporary FT Maintenance Repair/Laborer</u>	Posting Date:	01/29/2025
Starting Wage:	\$22.31 per hour	Job Hours & Status	<u>40 Hours/week</u> Temp up to 120 days
This is a temporary non-union position, no benefits.			
Scope of Work:	Under the supervision and at the direction of the Property Manager, performs routine maintenance and repair to buildings, grounds, appliances, and equipment owned and operated by the Authority.		
Minimum Qualifications:	See attached for position details and application		
If you are interested in applying for this position, please complete an application and return to acrawford@peninsulapha.org :		Open until filled.	
A structured interview and test may be part of the selection process.			



PENINSULA HOUSING AUTHORITY

Position Description

TITLE: Maintenance Repairer/Laborer

STATUS: Non-Exempt

Summary

This position performs the basic, routine maintenance and repair of Housing Authority appliances, equipment and facilities to contribute to a safe, healthy, and functional living environment.

Scope of Responsibility

Under the supervision of the Property Manager, is responsible for the performance of the routine maintenance functions to buildings, grounds, appliances, and equipment owned and operated by the Authority. The employee in this position performs a variety of unskilled maintenance tasks in connection with repairs to and maintenance of buildings, grounds and equipment.

This position may be designated “essential worker.” Essential worker means those positions as designated by the Housing Authority that respond and perform work functions during an emergency essential to the protection, health, safety, and welfare of citizens of Clallam & Jefferson Counties and to the operation of public facilities and property. The Housing Authority maintains the right to recall any employee to perform essential duties during any emergency, or to restore governmental functions during extended emergencies.

Essential Job Functions

Duties include, but are not limited to, the following:

1. Performs basic building system repair, maintenance and carpentry of all building systems such as cabinets and counters, flooring, drywall, ceilings, roofing, trim, doors, windows, paint/varnish, foundations, crawl spaces and drive/walkways. Replaces filters, thermostats, valves, and motors.
2. Restores and renovates vacate units. Demolishes items to be replaced and removes trash. Performs plumbing, electrical work, paint preparation and wall painting. Maintains floors, carpentry, and windows.
3. Performs basic plumbing maintenance and repair to bathrooms, kitchens, sprinklers, hot water systems, heating systems, clogged drains, toilets, faucets, and thermostats.
4. Performs basic electrical repair and maintenance to equipment, appliances, telephone, and cable. Repairs and replaces plugs, switches, elements/controls, phone jacks, receptacles, TV/cable receptacles.
5. Performs routine maintenance of heating, cooling and exhaust systems.
6. Applies appropriate pesticides for control of insects, rodents, and birds.
7. Assists in performing repair troubleshooting/diagnosis. Assists in assessing repair needed and determining the best remedy.

8. Assists in the requisition of replacement parts and supplies inventories.
9. Performs after hours on-call duties as needed.
10. Completes work orders in an efficient, timely manner.
11. Performs appliance pick-up and delivery.
12. Disposes of trash as needed.
13. Performs other maintenance laborer related duties as assigned.

Qualifications

Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description. The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ❖ Accepted methods and procedures used in general maintenance, repair and renovation of public, private and commercial housing
- ❖ OSHA safety requirements; state and federal environmental protection requirements, federal contracting requirements, etc.
- ❖ The work includes exposure to harsh cleaners and abrasive cleaning products and the use of hazardous chemicals such as pesticides and herbicides requiring the knowledge of proper safety procedures in the use of such chemicals

Ability to:

- ❖ Recognize and act on conditions within the development that require immediate attention, maintenance, or repair
- ❖ Maintain confidentiality
- ❖ Establish and maintain positive and effective working relationships with tenants, employees, and the general public
- ❖ Understand, interpret and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances
- ❖ Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals

Education and Experience Required

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

- ❖ High School Diploma or G.E.D. required and one year of trade school in areas of mechanical repairs, carpentry, electrical and plumbing. Education may be substituted for up to one year of work experience.

- ❖ Two years of maintenance work experience required. Also, experience using equipment such as a variety of hand construction and repair tools and equipment, including saws (hand and power), drills, plumbing tools, electrical tools, sanders, and ladders.

Working Conditions

Work is conducted in a non-smoking standard office setting. Work environment is both formal and informal, team and autonomy-oriented, having variable tasks, pace and pressure. Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, moving about inside the office, maintaining a stationary position, positioning self to operate office equipment including knobs and dials. OCCASIONAL positioning self to move beneath desk areas and near floors, and to place or retrieve objects above and at average shoulder height, moderate positioning to manipulate reference books and manuals. Must be able to perceive computer screens and printed documents and to operate office equipment. Must be able to discern speech and sound in the audio range typical of a busy office environment.

- ❖ Must be fitted for and medically cleared to wear a negative pressure half-face respirator/mask.
- ❖ Must have good manual dexterity including hand/eye coordination, finger dexterity, etc., in repairing and/or replacing machine parts and in performing related maintenance tasks.
- ❖ The individual must be capable of performing the above described functions under a variety of circumstances involving heavy lifting of machinery, furniture and/or appliances, and supplies (70% of the time, up to 30 pounds, 30% of the time up to 50 pounds, occasionally up to 100 pounds) with only the use of a hand truck or with the assistance of another employee. Materials and equipment may be lifted from two to four feet and carried for up to twenty yards.
- ❖ Must be capable of placing and removing supplies and equipment from above-the-head shelving and other storage areas. Activities also require the individual to bend (90 degrees), stoop, crouch, climb, twist (to 180 degrees), turn, and work above-the-head on a recurring, repetitive, and often continuous basis in the course of performing job duties. The individual must also be capable of accessing and working in confined spaces such as crawl spaces and/or attics, and must often perform work from a horizontal position (such as working under sinks, etc.). The individual is required to perform these movements without a significant risk of injury, or to otherwise demonstrate or explain how s/he can perform the essential functions listed above.
- ❖ Must be able to climb stairs and ladders and work at heights sometimes exceeding twenty (20) feet (often including the lifting of heavy objects such as 4' x 8' sheets of plywood).
- ❖ Due to exactness required in the pouring of paint, the performance of electrical and plumbing tasks, and the operation of motor driven equipment, good vision and hearing skills are required.
- ❖ This position is required to work indoors and outdoors in all weather conditions and is subject to heavy and strenuous work. May encounter undesirable pests.

Additional Requirements

Possession and retention of a valid Washington state driver's license. Pre-employment tests and examinations, including, but not limited to physical examination regarding bona fide occupational qualifications, drug testing, extensive background checks and other related components which are based on the specific demands of the position. Successful completion of all exams, tests, and background checks is a condition of employment. Responsible to apply extensive, in-depth knowledge of public sector operations methods in accordance with applicable provisions of the Revised Code of Washington.

The employee normally works day shift, forty (40) hours per week, but must be willing to respond to recall on a twenty-four hour basis, seven days per week.

The Authority complies with all laws and regulations relating to employment, including the Americans with Disabilities Act and the Washington Law Against Discrimination. The Authority does not discriminate on the basis of handicapped status in the admission or access to its federally assisted programs or activities. The Authority reserves the right to revise or adjust job descriptions, job assignments and job duties at any time. Nothing in this document should be interpreted as a contract with or any other obligation of the Authority.

By the employee's signature below, the employee acknowledges that they have read this job description and understand their duties and responsibilities.

Signature

Date



PENINSULA HOUSING AUTHORITY
Serving Clallam and Jefferson Counties
2603 S. Francis St., Port Angeles, WA 98362
E-mail: dotlicha@peninsulapha.org

APPLICATION FOR EMPLOYMENT

Instructions for completion of application

- Please type or print all of information
- *Complete the application thoroughly.* "See Resume" will not be accepted and be considered incomplete. Resumes may be used to supplement an application, but will not be accepted in lieu of completing the application form.
- A separate application must be completed for each position for which you are applying.
- Please make sure to sign your name where required. Applications not signed will be considered incomplete.
- You may submit copies of documents and certificates which support your application. All materials submitted become property of the Peninsula Housing Authority and will not be returned.

JOB TITLE APPLYING FOR:		DATE:
LAST NAME:	FIRST NAME:	MIDDLE INITIAL/NAME:
ADDRESS:		
STREET	CITY	STATE ZIP CODE
HOME PHONE:	MESSAGE/CELL PHONE:	
E-MAIL ADDRESS:	ARE YOU UNDER THE AGE OF 18?	
	YES	NO
LIST PRIOR NAMES KNOWN BY:	<input type="checkbox"/>	<input type="checkbox"/>

HAVE YOU BEEN PREVIOUSLY EMPLOYED BY THE PENINSULA HOUSING AUTHORITY? <input type="checkbox"/> YES <input type="checkbox"/> NO	
JOB TITLES	DATES
LIST ANY RELATIVES OR MEMBERS OF YOUR HOUSEHOLD WHO ARE EMPLOYED BY THE PENINSULA HOUSING AUTHORITY	
NAME: _____	
JOB TITLE/DEPT: _____	
HAVE YOU EVER BEEN DEMOTED; DISCHARGED; FIRED; AND/OR ASKED TO RESIGN? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, PLEASE EXPLAIN. _____	

WORK HISTORY

RESUMES MAY BE ATTACHED BUT WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR COMPLETING THIS SECTION. **BEGINNING WITH YOUR PRESENT OR MOST RECENT EMPLOYMENT**, PROVIDE AN OUTLINE OF YOUR EMPLOYMENT. YOU MAY USE ADDITIONAL PAPER IF NEEDED.

DATE OF EMPLOYMENT (MONTH/YEAR) _____ FROM: _____ TO: _____	TITLE OF POSITION
_____	EMPLOYER NAME
	EMPLOYER ADDRESS
NAME AND TITLE OF IMMEDIATE SUPERVISOR:	AREA CODE AND PHONE NO.:
REASON FOR LEAVING:	
PRIMARY DUTIES:	

DATE OF EMPLOYMENT (MONTH/YEAR) _____ FROM: _____ TO: _____	TITLE OF POSITION
_____	EMPLOYER NAME
	EMPLOYER ADDRESS
NAME AND TITLE OF IMMEDIATE SUPERVISOR:	AREA CODE AND PHONE NO.:
REASON FOR LEAVING:	
PRIMARY DUTIES:	

DATE OF EMPLOYMENT (MONTH/YEAR) _____ FROM: _____ TO: _____	TITLE OF POSITION
_____	EMPLOYER NAME
	EMPLOYER ADDRESS
NAME AND TITLE OF IMMEDIATE SUPERVISOR:	AREA CODE AND PHONE NO.:
REASON FOR LEAVING:	
PRIMARY DUTIES:	

I HEREBY CERTIFY, UNDER THE PENALTY OF PERJURY IN THE STATE OF WASHINGTON, THAT THIS APPLICATION CONTAINS NO WILLFUL MISREPRESENTATION AND THAT THE INFORMATION GIVEN IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AM AWARE THAT SHOULD AN INVESTIGATION AT ANY TIME DISCLOSE ANY SUCH MISREPRESENTATION OR FALSIFICATION, MY APPLICATION MAY BE REJECTED, MY NAME MAY BE REMOVED FROM CONSIDERATION OR I MAY BE DISCHARGED FROM MY EMPLOYMENT.

I UNDERSTAND THAT I MAY BE TESTED FOR THE PRESENCE OF DRUGS AS A PART OF MY PRE-EMPLOYMENT SCREENING IF I RECEIVE A CONDITIONAL OFFER OF EMPLOYMENT. I UNDERSTAND THAT AS A CONDITION OF EMPLOYMENT, PENINSULA HOUSING AUTHORITY WILL COMPLETE A THOROUGH BACKGROUND CHECK IN ACCORDANCE WITH THE FEDERAL FAIR CREDIT REPORTING ACT.

SIGNATURE: _____

DATE: _____

AFFIRMATIVE ACTION INFORMATION

THIS FORM IS A REQUIRED PART OF YOUR APPLICATION

Information as to race, sex, etc. is voluntary, however, it is required that you fill in your name, address and telephone number.

The Peninsula Housing Authority (PHA) is an Equal Opportunity Employer. This information will be used for EEO/Affirmative Action purposes only. A copy of this form and the Housing Authority's Personnel Policy are on file in the Housing Authority Office: 2603 South Francis Street, Port Angeles, WA 98362.

POSITION APPLIED FOR _____

NAME _____

ADDRESS _____

CITY _____ **ST** _____ **ZIP** _____ **PHONE** _____

SEX: MALE FEMALE

REASONABLE ACCOMODATION: If requested, the Housing Authority will provide reasonable accommodation to disabled applicants. Please notify our office.

RACE: (Check one category)

- WHITE – persons of European descent
- BLACK – persons of African descent as well as Jamaican, Trinidadian and West Indian
- HISPANIC – persons of Mexican, Puerto Rican, Cuban, Latin American or Spanish descent
- ASIAN AMERICAN – persons of Japanese, Chinese, Korean, Filipino, Malayan, Thai, Vietnamese, Polynesian, Pakistani or East Indian descent
- NATIVE AMERICAN – persons who identify themselves as American Indian, Aleuts, Eskimos or who are known as such by virtue of tribal association and have proper identification

HOW DID YOU HEAR ABOUT THIS JOB?

- Phone Contact – walk-in
- Informed or referred by a Housing Authority employee
- Advertisement (newspaper)
- Other _____