



# HOUSING AUTHORITY OF SKAGIT COUNTY

*This institution is an equal opportunity provider and employer*

## **JOB TITLE: Maintenance Labor I**

**MAJOR FUNCTION AND PURPOSE** This is a Non-Exempt, Full-Time position with normal working hours from Monday through Friday, 8:00 a.m. to 4:30 p.m. This position requires understanding of, and commitment to the agency and the agency's mission and vision. The Maintenance Labor I position is responsible for day-to-day maintenance of all units. The position requires excellent organizational and communication skills, and an ability to work positively and cooperatively with the rest of the Properties and Maintenance team, landlords, community partners, and HASC customers.

**REPORTS TO:** Property Manager and Maintenance Lead

**SUPERVISION:** Person in this position does not supervise staff.

## **COMPENSATION AND BENEFITS:**

- ❖ Starts at \$15.00/HR (DOE)
- ❖ Vacation and Sick Leave.
- ❖ Medical, Vision, Dental.
- ❖ Retirement.

## **DUTIES INCLUDE:**

1. Works on successfully implementing the Maintenance Labor I under the supervision of the Property Manager and Maintenance Lead.
2. Attend weekly staff meetings.
3. Collaborates with all Housing Authority staff.
4. Conduct all business in accordance with HASC policies and procedures.
  
5. Maintains property by investigating and resolving vacant units situation and report damages and unit conditions to property manager, assistant property manager in training or maintenance lead
6. Physically inspects apartments when applicable and reports any service needs to maintenance staff.
  - Painting
  - Replaced screens and filters.
  - Cleaned and prepared surface of articles to be painted, using solvent, sandpaper, wire brush and scraper.



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- Landscape
- Cleaning
- Inventory
- Basic plumbing
- Replaces broken windows; repairs doors, door locks and closets; installs window blinds.
- Assists with the renovation/remodeling of buildings; repairs plaster and drywall; paints building structures.
- Pressure Washing
- Performs outside custodial duties such as snow removal as required.
- Completes daily, weekly and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures.
- Collect waste from ashtrays and bins and ensure proper waste management procedures are carried out
- Move furniture and equipment upon instruction
- Make sure that the grounds are free of leaves or trash
- Use of chainsaw, walk behind and riding mowers, weed eaters, table saws, drills etc.
- Ability to work under variant weather conditions.
- Performs other work-related duties as assigned.

## **DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES**

- 1) Ability to work with a high degree of accuracy and attention to detail in a fast-paced atmosphere
- 2) High standards for work ethics, be punctual, dependable, organized and be able to follow instructions
- 3) Ability to learn, follow and apply complex regulations and procedures.
- 4) Ability to deal with the public and other employees with courtesy, tact and good judgment.
- 5) Work Hours: 40 hours per week (this position may require working alone or different schedule due to the current situation with the pandemic)
- 6) Ability to observe safety and security procedures and to comply with policies
- 7) Ability to read and interpret written information; ability to write clear statements; ability to communicate orally
- 8) Must be able to do physical work and operate power equipment.



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- 9) Attention to detail
- 10) Ability to follow schedules and keep commitments
- 11) Ability to follow directions from a supervisor
- 12) Ability to demonstrate professionalism
- 13) Must be able to manage time efficiently and to work individually as well as within a team

## **EDUCATION, EXPERIENCE AND CERTIFICATES**

Education: GED or High School diploma.

- Have (and maintain in good standing) a Washington State Driver's License and evidence of a good driving record for pre and continued employment.
- Have knowledge basic and power tools, cleaning hazardous materials and combinations.
- Have knowledge of employment labor laws and practices.
- Have ability to write texts and emails.
- Communication in English is required for this position.

**Driving/Traveling Requirements:** Occasional need to utilize transportation to inspect apartment community and surrounding neighbourhood. Must have valid driver's license and automobile insurance.

## **PHYSICAL, SENSORY, ENVIRONMENTAL QUALIFICATIONS:**

R = RARELY      O = OCCASIONALLY      F = FREQUENTLY

<b>Physical Activity</b>	<b>R</b>	<b>O</b>	<b>F</b>
Sitting		X	
Stationary Standing			X
Walking			X
Crouching (bend at knee)			X
Kneeling/crawling			X
Bend at waist			X



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Twisting (knees/ waist/ neck)			X
Climbing			X
Grasping			X
Driving a car			X
Repetitive motions (keyboard/data entry)	X		
Lifting/Carrying: --- <b>30 pounds</b>			X

**OTHER POSITION REQUIREMENTS:** Candidates selected for this position must pass a criminal history background and a driving record check as a condition to employment.

To apply – send Cover Letter & Resume to: Hiring Committee / 1650 Port Drive / Burlington, WA / 98233 or submit resume by email at [gestrada@skagitcountyha.org](mailto:gestrada@skagitcountyha.org) with subject line: Maintenance Labor I -- RESUME & CV LETTER.

Housing Authority of Skagit County is an equal opportunity employer. No applicant will be discriminated against because of race, color, national origin, sex/gender, familial status, disability or religion.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility; however, they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. Work can involve extensive times sitting at a desk and working with a computer, monitor, keyboard and mouse. The successful applicant must also be able to drive company vehicles. This job description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the job change.*



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