



JOB DESCRIPTION

JOB TITLE: Maintenance Technician II
CLASSIFICATION: Non-exempt
STATUS: Full Time

JOB STATEMENT:

The Maintenance Technician II performs the work necessary to keep the overall property of the West Valley Housing Authority in exceptional appearance and function. The Maintenance Technician II is expected to perform the maintenance duties required to complete various work orders resulting from needs throughout the property. Successful incumbents shall have the ability to take direction as provided, or direct their own work in the absence of guidance, with an attention to detail, thoroughness, and timeliness in the performance of their work.

SUPERVISION:

Received - This position reports directly to the Maintenance Supervisor and indirectly to the Executive Director. General oversight and direction may be provided by a Property Manager.

Exercised - This position does not serve in a supervisory capacity, but does provide general oversight and direction to the Maintenance Technician I positions. An incumbent may be asked to assist in the job orientation, and training, of new personnel.

ESSENTIAL DUTIES:

Duties required to be effectively performed by staff in this position include, but are not limited to:

- Respond to, and performs the work required to adequately address, maintenance requests such as: work orders, unit turnovers, and others as assigned.
- Perform turnover preparation (Cleaning, painting, general repairs, plumbing, electrical, and etcetera as necessary to prepare the unit for a new lease-up.)
- Record completion of work orders by detailing time spent, materials used, and a brief summary of the work performed.
- Properly operate, maintain, and/or perform minor repair of all equipment used in the performance of the work.
- Ensure all equipment is being serviced and maintained in accordance with manufacturer's recommendations and/or industry standards and advise supervisory staff of deficiencies as necessary.
- Participate in the performance of routine grounds work throughout the year. (Mowing, trimming, edging, blowing, raking, fertilizing, pruning, dethatching, aerating, weed control, and etcetera necessary to maintain a manicured appearance.
- Participate in the performance of inspections, as directed, and perform the work necessary to address any noted deficiencies. (Uniform Physical Conditions Standards (UPCS), Hazard / Safety Assessments, and etcetera.)

- Work to ensure timely removal, or control, of any safety hazard that presents a risk of harm including, but not limited, electrical hazards, sharp edges, slip or fall hazards (snow, ice, leaves, branches, uneven surfaces, wet surfaces, obstacles, etcetera), fire hazards, unsafe equipment or use, unsafe storage, and etcetera.
- Work to ensure the property is being properly maintained and participate in the procurement, distribution, and application of: bark dust, mulch, topsoil, fertilizer, and herbicide/pesticide as needed.
- Handle and apply all herbicides, pesticides, and fertilizers in accordance with the manufacturer's instructions and State or local codes, regulations, and/or laws.
- Maintain a respectful and courteous manner in dealing with tenants and staff.
- Perform other duties and tasks as assigned.

All of the Essential Duties are to be performed in a timely and effective manner.

JOB REQUIREMENTS:

- A minimum of a high school diploma or equivalent.
- Possession of a valid Oregon Driver's license and evidence of an acceptable driving record.
- A minimum of two years of previous, general experience with, and basic competency in, all facets of building repair and/or maintenance including: carpentry, painting, plumbing, electrical, janitorial, grounds-keeping, and general repair. (Any combination of education, training, or work experience providing the necessary knowledge will be considered).
- Ability and knowledge to consistently and safely use basic mechanical hand tools, power tools, and equipment.
- Attention to detail and the initiative to proactively correct deficiencies.
- Ability to pass a criminal background check to the satisfaction of WVHA.
- General awareness and understanding of computer and software programs such as: e-mail, work order systems, and spreadsheet programs.
- Experience in completing work orders or other, record-keeping devices.
- Good manual dexterity (hand-eye coordination) and problem-solving skills.
- Strength and stamina to perform physically demanding work for a standard, work day, and work week, with the ability to work overtime on occasion.
- Ability to direct one's own work day in the absence of direction from others.
- General knowledge, and application, of equipment maintenance and repair.
- Knowledge of general safety and the proper use of the personal protective equipment appropriate, or necessary, for the task(s) being performed.
- Ability to lift up to 20 pounds and manipulate (push/pull) with up to 100 pounds of force.

WORKING CONDITIONS:

Work is performed in all weather conditions. The employee is frequently exposed to moving mechanical parts and occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, harsh and abrasive cleaning products, extreme cold, extreme heat, risk of electrical shock and vibration. The noise level in the work environment is usually moderate to loud. Work in this position will generally include, but is not limited to, pushing, pulling, lifting, bending, reaching, crouching, and twisting. This position establishes a standard work week, but the incumbent will be required to work some overtime hours for emergencies and as the need arises. Occasional, overnight travel for training may be required.



EMPLOYMENT APPLICATION

West Valley Housing Authority



AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Position Applied For: Maintenance Technician II Closing Date: Monday, Sept. 28, 2020 at 3:30 pm
(Job Title)

NAME: _____ Maiden Name: _____
(Last) (First) (M.I.)

ADDRESS: _____
(Number) (Street) (Apartment #)

(City) (State) (Zip Code)

TELEPHONE: _____ MESSAGE TELEPHONE: _____

West Valley Housing Authority is an equal employment opportunity employer. All applicants will be considered without regard to age, color, national origin, religion, sex or other protected status in accordance with applicable federal and state equal employment opportunity laws.

GENERAL INFORMATION

- If employed and under 18, can you furnish a work permit? Yes No
- Have you ever been employed by West Valley Housing Authority? Yes No
- Do you have any relatives employed by or on the Board of West Valley Housing Authority Yes No
If answer is YES, give name: _____
- Are you now employed? Yes No If the answer is YES, give employer name: _____
- Are you prevented from lawful employment in this country because of Visa or Immigration status?** Yes No
- Do you have a valid Oregon driver's license? Yes No
If not, do you have a valid driver's license from another state? Yes No
- Where did you hear about this position? _____
- Can you perform the essential functions of the job for which you are now applying Yes No
- Are you available to work: Full-Time Part-Time Over-Time
- Date available for employment: _____ How did you hear about this position? _____

EDUCATION

	High School/GED	College	Grad School	Diploma/Degree
SCHOOL NAME				
CIRCLE YEARS COMPLETED	9 10 11 12	1 2 3 4	1 2 3 4	
COURSE OF STUDY				

SPECIAL SKILLS, QUALIFICATIONS AND CONSIDERATIONS

Bi-lingual
(English/Spanish) **Y/N** **Read:** Spanish _____ **Speak:** Spanish _____ **Write:** Spanish _____

Types of computer software
used, years of experience and
level of expertise with software
programs: _____

_____ Words per minute

Summarize special skills and qualifications, volunteer activities, military experiences, or other activities related to the job you are seeking (**employment experience must be listed under that section**):

REFERENCES:

List three (3) non-relatives who are familiar with your qualifications, your actual work history, and your abilities.

	NAME	OCCUPATION/RELATIONSHIP	YEARS KNOWN	TELEPHONE
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

EMPLOYMENT EXPERIENCE

Start with your present or last job. List your last four jobs in order. Do not omit any job. Attach sheets if needed.

Employer _____ Telephone _____ Supervisor's Name _____

Address _____ Your job position _____

Employed from (month/year) _____ to (month/year) _____ FT PT

Duties: _____

What did you like most about your job? _____

What did you like least about your job? _____

Reason for Leaving: _____

EMPLOYMENT EXPERIENCE continued from page 2

Employer _____ Telephone _____ Supervisor's Name _____

Address _____ Your job position _____

Employed from (month/year) _____ to (month/year) _____ FT PT

Duties: _____

What did you like most about your job? _____

What did you like least about your job? _____

Reason for Leaving: _____

Employer _____ Telephone _____ Supervisor's Name _____

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Employed from (month/year) _____ to (month/year) _____ FT PT

Duties: _____

What did you like most about your job? _____

What did you like least about your job? _____

Reason for Leaving: _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.

I certify that all answers and statements I have made on this application are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character and qualifications. I hereby authorize West Valley Housing Authority to undertake any and all official criminal background checks including DMV checks and to rely upon the information so obtained.

Yes No

I will be responsible for familiarizing myself with all rules and regulations of West Valley Housing Authority as they presently exist or are later modified. I recognize that my employment can be terminated, at the discretion of West Valley Housing Authority or at my option, without notice, at any time, except as specifically set forth in writing in a current individual employment agreement.

Yes No

I also understand that no representative of the West Valley Housing Authority has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current written agreement signed by the Director of the West Valley Housing Authority.

Yes No

I have read, understand and agree with the above.

Date _____

Signature of Applicant

This application is good for only the position applied for:

Section 3 of the 1968 Housing and Urban Development Act

The Housing Authority encourages residents of public housing programs to apply for employment. The Department of Housing and Urban Development (HUD) defines Section 3 residents as follows: a) a public housing resident; or b) a person residing in the area whose family income does not exceed 80% of the median income. Income limits as defined by HUD (4/14/2017) are shown below:

<u>Family Size</u>	<u>Income Limit</u>	<u>Family Size</u>	<u>Income Limit</u>
1 person	\$32,700	5 person	\$50,450
2 persons	\$37,400	6 persons	\$54,200
3 persons	\$42,050	7 persons	\$57,950
4 persons	\$46,700	8 persons	\$61,650

This information is requested in order to provide employment opportunities to low income people according to HUD regulations. Please certify by checking the applicable box(es) below:

I **am** a resident of Public Housing.
 I **do** qualify as a Section 3 resident.

I **am not** a resident of Public Housing.
 I **do not** qualify as a Section 3 resident.

Please return this form as part of the application packet for this position.

Signature

Date

VETERANS' PREFERENCE

Under Oregon law, veterans who meet minimum qualifications for a position may be eligible for employment preference. If you think you may qualify, please read the following checklist carefully. Check the box for each item that is appropriate. If you need further explanation or have specific questions, please contact West Valley Housing Authority Human Resources Department.

Please complete this form and submit it along with your application materials.

Qualified Veterans: You may claim veterans' preference if you check at least one of the boxes below and provide proof by submitting a copy of your DD-214 or 215 that reflects your "Honorable" separation status from Active Duty.

Preference will not be applied unless you submit the appropriate documentation at the time you submit your application materials.

ORS 408.225 (e)

- I served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability: or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs; or
- I served on active duty with the Armed forces of the United States for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; or
- I received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions.
- I am receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

"Active Duty" does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or National Guard unit.

Qualified Disabled Veteran: You may claim additional preference as a disabled veteran if you can check at least one box in the section below and provide proof of eligibility by submitting both of the following documents: (1) A Copy of your Certificate of Release or Discharge from Active Duty (a Federal DD form 214/ DD form 215 that reflects your "honorable" separation status. And (2) A public employment preference letter from the United States Department of Veterans Affairs, unless the information is already included in your DD 214/215. You can order a preference letter by calling the United States Department of Veterans Affairs at 1-800-827-1000. Preference will not be applied unless you submit the appropriate documentation at the time you submit your application.

ORS 408.225 (1)(3)-Disabled Veteran

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or

- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or

- I was awarded the Purple Hear for wounds received in combat.

I hereby claim veterans' preference and certify that the above information is true and correct. I understand that any false statements or misrepresentations made by me may be cause for my disqualification or dismissal, regardless of when discovered.

Print name

Signature of Applicant

Date

_ Position Applied for: **Maintenance Technician II**