

Housing Authority of Lincoln County Employment Opportunity

MAINTENANCE MECHANIC I HOUSING AUTHORITY OF LINCOLN COUNTY FULL-TIME POSITION

40 hours per week
7:00 a.m. to 4:00 p.m. (M-F)

MAINTENANCE MECHANIC I

Position Description – This is a full time skilled manual labor position. This individual will be responsible for performing routine and emergency maintenance repairs on buildings, apartments, grounds, and equipment as well as unit readiness for re-leasing.

QUALIFICATIONS: Graduation from an accredited high school or GED plus four years working experience in a related field or experience performing maintenance or construction of residential buildings; or an equivalent combination of education and experience to meet the required knowledge, skills and abilities. Applicants will be required to demonstrate knowledge of plumbing, heating systems, carpentry, painting, electricity, grounds keeping and knowledge of related tools and equipment. Applicants must be able to pass criminal and drug screening and have a valid Oregon driver's license and a clean driving record and be insurable at standard rates.

Hourly Rate: \$20 - \$22/hr depending upon experience

**Fringe Benefits: 10 paid Holidays, 136 hrs Earned Benefit Time (1st yr)
Medical/dental/vision, Retirement, Life Insurance**

TO APPLY: Applications and full job descriptions are available at the Housing Authority of Lincoln County, 1039 NW Nye Street, Newport, OR. 97365 or by telephone 541/265-5326 Ext. 300. Office hours are 8:30 a.m. to noon and 1:00 p.m. to 4:00 p.m. Monday through Thursday. Office closed to the public on Friday.

HALC IS AN EQUAL OPPORTUNITY/AFFIRMATIVE EMPLOYER

CLOSING DATE: Open until filled.

**HOUSING AUTHORITY OF LINCOLN COUNTY
1039 NW NYE STREET
NEWPORT, OR. 97365
OR BY TELEPHONE 541/265-5326 EXT. 300.**

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Housing Authority of Lincoln County

APPLICATION PROCESS

Thank you for your interest in employment with the Housing Authority of Lincoln County. For most openings, we receive a large number of applications and the selection process is highly competitive. Because we are able to interview or test only a limited number of applicants, it is very important that you complete the Application for Employment and Supplemental Application materials properly. This can be a complicated and time consuming process, but those qualified applicants whose application materials are thorough and organized are most likely to make it to the next step in the selection process. **PLEASE READ THE INSTRUCTIONS CAREFULLY.** If you have any questions about how to complete the application materials, contact the Housing Authority at (541) 265-5326.



SELECTION PROCESS

APPLICATION REVIEW. To receive consideration for this position, you must complete the Housing Authority of Lincoln County Application for Employment and provide the information requested in any Supplemental Application. These application materials will be competitively evaluated in order to select the most suitably qualified candidates for employment. Only those applicants who demonstrate the most closely related work experience, education and training will receive further consideration for employment. Other applicants will be placed on inactive status. **If your application or supplemental application is incomplete, illegible or improperly completed, it may be rejected even if you are qualified for the position for which you are applying.**

TESTING PROCESS. Active applicants may be further evaluated through a competitive evaluation process which may include: structured oral interview, pre-interview exercise, written test, verbal test, skills demonstration test or any other method necessary to assess the work related knowledge, training, skills and experience of active applicants and to establish a valid hiring list of qualified candidates.

REVIEW. The candidates with the highest scores obtained through the selection process may be referred for an employment interview. The number of candidates referred for each open position is established by the Housing Authority of Lincoln County.

APPLICATION PROCESS: A **fully completed** Housing Authority of Lincoln County Employment Application and appropriate Supplemental Application materials must be received **NO LATER THAN 4:30 PM ON THE CLOSING DATE** (postmarks not accepted). You may submit the application in person, by mail, email, or by fax.

EQUAL EMPLOYMENT OPPORTUNITY: All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job. If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and will be requesting accommodation, the request must be made to the Personnel Division no later than the closing date.

Housing Authority of Lincoln County
PO Box 1470
1039 NW Nye Street
Newport, OR 97365

POSITION DESCRIPTION

MAINTENANCE MECHANIC I

Housing Authority of Lincoln County

APPLICATION FOR EMPLOYMENT

SOCIAL SECURITY NUMBER	NAME (FIRST, MI, LAST)
ADDRESS(STREET, CITY, STATE, ZIP)	
MAILING ADDRESS (if different than above)	
HOME TELEPHONE () -	DAYTIME PHONE OR MESSAGE PHONE () -
Required for positions subject to Driving Policy (if noted on Job Announcement): DRIVER'S LICENSE NUMBER	
STATE OF ISSUE	EXPIRATION DATE
<p>AVAILABILITY (Check all that apply): <input type="checkbox"/> A. Full time <input type="checkbox"/> B. Part time <input type="checkbox"/> C. Temporary >1/2 time <input type="checkbox"/> D. Temporary < 1/2 time <input type="checkbox"/> E. On-Call <input type="checkbox"/> F. Limited term.</p> <p>SALARY & BENEFITS. The Housing Authority of Lincoln County provides, including medical, dental, life, holidays, vacation and sick leave for full-time employees. The starting salary is shown on the Job Announcement. Are you willing to accept the starting salary stated on the Job Announcement? <input type="checkbox"/> YES <input type="checkbox"/> NO (please specify minimum required starting salary) _____</p> <p>ELIGIBILITY FOR EMPLOYMENT. The Immigration and Reform Control Act of 1986 requires employers to verify an individual's identity and authorization to work in the United States as a condition of employment. Are you eligible to work in the United States? (Proof required at time of employment.) <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>CONVICTION RECORD. As an adult, have you been convicted of an offense other than a minor traffic violation? (Convictions are evaluated for each position and are not necessarily disqualifying.) <input type="checkbox"/> NO <input type="checkbox"/> YES (please explain) _____</p>	
<p>DATE AVAILABLE TO BEGIN EMPLOYMENT: _____</p> <p>My signature affirms that I release from liability any employer, person or employee supplying reference information regarding me and my previous employment. I also release the Housing Authority of Lincoln County from all liability which may result from investigating information provided in the application materials. If the Housing Authority of Lincoln County needs to access my driving history in order to determine my qualifications for this position, I hereby authorize release of that information. All information on this application is true to the best of my knowledge. I understand that falsification or misrepresentation may result in disqualification from employment consideration and/or termination of employment.</p>	
_____ SIGNATURE	_____ DATE

**PLEASE TYPE OR PRINT IN INK. ILLEGIBLE APPLICATIONS WILL NOT BE CONSIDERED.
KEEP A COMPLETED COPY OF THIS APPLICATION FOR YOUR RECORDS.**

INELIGIBLE	ELIGIBLE	GRADE	VET POINTS	ELIGIBLE GRADE
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Housing Authority of Lincoln County

	NAME (FIRST, MI, LAST)
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EDUCATIONAL BACKGROUND

PLEASE LIST YOUR HIGH SCHOOL, COLLEGE AND GRADUATE EDUCATION BACKGROUND.
ATTACH ADDITIONAL PAGES IF NECESSARY

HIGH SCHOOL (CITY, STATE)	MAJOR/MINOR FIELD(S) OF STUDY	DIPLOMA RECEIVED?
COLLEGE/UNIVERSITY/VOCATIONAL SCHOOL (CITY, STATE)	MAJOR/MINOR FIELD(S) OF STUDY	DEGREE/CERTIFICATION RECEIVED OR CREDIT HOURS EARNED
COLLEGE/UNIVERSITY/VOCATIONAL SCHOOL (CITY, STATE)	MAJOR/MINOR FIELD(S) OF STUDY	DEGREE/CERTIFICATION RECEIVED OR CREDIT HOURS EARNED

EMPLOYMENT HISTORY

List all work experience in chronological order, beginning with your most recent employment. Describe each job separately, including paid, unpaid and military experience. Explain significant breaks in your work history. If you need more space, please attach additional sheets.

PRESENT OR LAST EMPLOYMENT

EMPLOYER	FROM (month/year) /
ADDRESS	TO: (month/year) /
YOUR JOB TITLE	LENGTH OF EMPLOYMENT
FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/>	HOURS PER WEEK (if varied, indicate average)
LAST SALARY (OPTIONAL)	
DUTIES AND RESPONSIBILITIES (Be specific)	
REASON FOR LEAVING	
SUPERVISOR'S NAME AND TELEPHONE NUMBER	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>

Housing Authority of Lincoln County

	NAME (FIRST, MI, LAST)
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EMPLOYER		FROM (month/year) /
ADDRESS		TO: (month/year) /
YOUR JOB TITLE		LENGTH OF EMPLOYMENT
FULL-TIME <input type="checkbox"/>	PART-TIME <input type="checkbox"/>	HOURS PER WEEK (if varied, indicate average)
DUTIES AND RESPONSIBILITIES (Be specific)		LAST SALARY (OPTIONAL)
REASON FOR LEAVING		
SUPERVISOR'S NAME AND TELEPHONE NUMBER		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>

EMPLOYER		FROM (month/year) /
ADDRESS		TO: (month/year) /
YOUR JOB TITLE		LENGTH OF EMPLOYMENT
FULL-TIME <input type="checkbox"/>	PART-TIME <input type="checkbox"/>	HOURS PER WEEK (if varied, indicate average)
DUTIES AND RESPONSIBILITIES (Be specific)		LAST SALARY (OPTIONAL)
REASON FOR LEAVING		
SUPERVISOR'S NAME AND TELEPHONE NUMBER		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>

Housing Authority of Lincoln County

	NAME (FIRST, MI, LAST)
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List ALL other positions you have held beyond the three most recent ones. Attach additional sheets if necessary.

EMPLOYER	FROM (month/year) /
ADDRESS	TO: (month/year) /
YOUR JOB TITLE	LENGTH OF EMPLOYMENT
REASON FOR LEAVING	LAST SALARY (OPTIONAL)
EMPLOYER	FROM (month/year) /
ADDRESS	TO: (month/year) /
YOUR JOB TITLE	LENGTH OF EMPLOYMENT
REASON FOR LEAVING	LAST SALARY (OPTIONAL)
EMPLOYER	FROM (month/year) /
ADDRESS	TO: (month/year) /
YOUR JOB TITLE	LENGTH OF EMPLOYMENT
REASON FOR LEAVING	LAST SALARY (OPTIONAL)
EMPLOYER	FROM (month/year) /
ADDRESS	TO: (month/year) /
YOUR JOB TITLE	LENGTH OF EMPLOYMENT
REASON FOR LEAVING	LAST SALARY (OPTIONAL)

Do you have any other education, training or experience which are relevant to this position? Please explain.

HOUSING AUTHORITY OF LINCOLN COUNTY
POSITION DESCRIPTION

MAINTENANCE MECHANIC I

POSITION SUMMARY: This position requires advanced building maintenance skills or certification. Personnel in this classification must have the ability to be certified in one or more of the construction trades classifications but will perform a wide range of maintenance tasks outside their primary area of assignment or certification. Technical knowledge and judgment are required along with the ability to work independently with little supervision. Work is performed under the general supervision of the Maintenance Supervisor and is evaluated through observation of work effectiveness and efficiency, and by direct review of work.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

1. Performs required planned, corrective (repair), and emergency maintenance to building and unit surfaces, fixtures, systems and equipment. Must practice safety precautions and be safety conscious at all times.
2. Performs equipment preventive maintenance tasks such as: inspecting plumbing fixtures for leaks and repairs, checking drain lines to insure they are free of obstruction, checking appliances for proper operation, testing light switches and electrical outlets and conducting ground fault detection tests.
3. Performs such mechanical tasks as repairing and/or replacing space temperature and equipment controls.
4. Performs such carpentry work as: hanging doors and installing windows, replacing/repairing door and window hardware, re-glazing windows, installing and/or repairing cabinets, counters and handrails; repairing roofs, gutters and down spouts; replacing floor tiles and repairing carpet; and patching walls and ceilings.
5. Performs such masonry work as: repairing cracked concrete, replacing broken masonry brick and ceramic tiles, re-grouting ceramic tile and sealing concrete and exterior brick walls.
6. Performs such sheet rock repair as: mixing drywall mud, removing old and/or damaged drywall and repairing drywall; tapes and muds to match surrounding surfaces.
7. Performs such plumbing tasks as: repairing or replace faucet washers, seats, stems, spigots, valves, and hardware; resetting commodes, tubs and sinks; repairing water leaks, replacing and/or repairing flush valves or flush tank hardware; and clearing clogged drains and soil lines.
8. Performs such painting tasks as: preparing surfaces for painting by patching holes, sanding, scraping or masking; painting with brushes, rollers or sprayers; performs touch-up painting after work in an area; spot painting metal surfaces for corrosion control, etc.
9. Performs miscellaneous maintenance related tasks for a variety of situations as directed by immediate supervisor.
10. Performs necessary manual labor to keep housing projects decent, safe, sanitary and in good repair condition.
11. Utilizes a wide range of powered and non-powered hand tools such as drills, sanders, sewage line cleaners, saws, hammers, screwdrivers, wrenches, oilers and volt-ohm-amp meters.
12. Troubleshoots maintenance problems using visual and appropriate testing equipment. Ability to install electrical appliances.
13. Operates and makes all installations and repairs in accordance with local, state and national codes.
14. Participates in off-shift and weekend emergency maintenance coverage as needed.
15. Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of the principles, practices, tools and materials used in one or more building trade (i.e. carpentry, plumbing, painting, masonry, heating or electrical trades).
2. Knowledge of occupational hazards and safety procedures of the trade.
3. Skilled in the use and care of common hand tools required in building and equipment maintenance and construction work.
4. Ability to perform maintenance and repairs in one or more trades with an emphasis on plumbing, heating or electrical trades.
5. Ability to follow oral and written instructions.
6. Ability to perform tasks requiring moderately heavy manual work.
7. Must have knowledge of local, state, HUD and national life-safety and building codes.
8. Must have considerable knowledge of maintenance, grounds care and cleaning equipment, materials supplies, methods and procedures, and be able to convey this knowledge to subordinate personnel.
9. Must be able to communicate well, both orally and in writing, with all levels of the Housing Authority's staff.
10. Must be willing and able to work flexible hours.
11. Ability to establish and maintain effective working relationships with subordinates, residents, other departments, Housing Authority officials and the general public.

MINIMUM REQUIREMENTS

- Graduation from a standard high school with post graduate training in the building trades. Four years apprenticeship training in one or more of the building trades and three years of journeyman experience in the construction or maintenance of building, plumbing, electrical, carpentry, mechanical systems or utility trades work. OR: Vo-Tech graduate with a journeyman rating and certified in one or more of the trades classifications. (plumbing, electrical, painting, carpentry, or utility services) OR: An equivalent combination of education and experience to meet the required knowledge, skills and abilities.
- Must be able to perform tasks requiring bending, stooping, climbing ladders and moderately heavy manual work.
- Must possess a valid Oregon State driver's license, have good driving record and be insurable at standard rates.
- Experience with variety of utility trailers.
- Must understand, read, write and speak fluent English.
- Ability to exercise independent judgment within organizational parameters
- Must be personally bondable
- Candidates shall not have a felony criminal history.

OTHER REQUIREMENTS

- Successful candidate will be subject to a criminal background check and must pass pre-employment drug test.

DESIRABLE QUALIFICATIONS

- Prior Housing Authority or rental property maintenance experience

The statements contained herein reflect general details as necessary to describe the principal functions of this position, the level of knowledge and skill typically required and the scope of responsibility but should not be considered as all-inclusive listing of work requirements. Individuals may perform other duties assigned including work in other functional areas to cover absences or relief, to equalize peak work period or otherwise balance the workload.

THE HOUSING AUTHORITY OF LINCOLN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER