

# ABILENE HOUSING AUTHORITY

## Job Description

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<b>Position:</b> Housing Building Maintenance	<b>Program Affiliation:</b> LRPB
<b>Reports To:</b> Crew Chief	<b>Salary Range:</b> \$25,500-\$37,396
<b>Position Type:</b> Hourly	<b>Revision Date:</b> 5/1/17

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### **Job Responsibilities:**

The **Housing Building Maintenance Worker** will be responsible for the following tasks:

- Assisting with Office & Unit Maintenance;
- Assisting with Site Cleanups;
- Maintaining Lawns (Mowing, Edging);
- Designing Landscaping;
- Maintaining Landscaped Areas;
- Training Permanent and/or Temporary Employees;
- Doing Unit Inspections (Semi-Annual);
- Assisting with REAC and Re-cert Inspections;
- Maintaining Parts Inventory (Input);
- Inspecting & Maintaining Playgrounds;
- Perform PMS on Lawn Equipment;
- Check and Service Irrigation System;
- Prune & Trim Trees on Sites;
- Do On-Call Service (Rotating Basis);
- Attending Training as required;
- Other duties as assigned;

### **Job Qualifications:**

Candidate must have a high school diploma , comfortable working both indoors and out of doors, able to read and apply new policies and procedures, good verbal and written communication skills and great customer service/people skills.

### **Preferred Qualifications:**

Two (2) years of work experience in general maintenance and a computer aptitude.

### **Required Job Training:**

1. UPCS Fundamentals Training
2. HVAC Training & Hands-on
3. Electrical Training & Hands-on

### **Benefits:**

Full benefits – health, dental, vision, life insurance and retirement package provided.

*Applications are available on the Abilene Housing Authority website at [www.abileneha.org](http://www.abileneha.org). Interested candidates can also email their resume and cover letter to [amy.pugh@abileneha.org](mailto:amy.pugh@abileneha.org).*

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*Equal Opportunity Employer*