



Job Posting

Position: Maintenance Aide

Summary: The Biloxi Housing Authority ("BHA") is seeking qualified candidates for the position of Maintenance Aide. The primary purpose of this position is to perform maintenance tasks for BHA housing sites and grounds. The incumbent performs minor repairs to the interior and exterior of Authority buildings, including electrical, gas, plumbing, carpentry, painting, and grounds keeping duties, in response to work orders generated by service requests or unit inspections. This position may also perform general repairs on light maintenance equipment as needed.

Experience/Education Requirements:

- High school diploma or GED, or trade or vocational school certification, focusing in carpentry, plumbing and electrical repairs, and at least two (2) years of related experience in construction or building maintenance; possession of a skilled building trade license preferred; or
- Any equivalent combination of education, training, and experience, which, in the sole determination of the BHA, provides the required knowledge and abilities, may be considered sufficient.

Duties and Responsibilities:

- Maintains BHA grounds, parking areas, sidewalks, and fence lines, including removing and disposing of debris, trash, and furniture; cleaning roofs, gutters and ditches; installation; replacing and repairing clothesline poles and wash lines; installing or repairing steps, sidewalks, fences and other non-dwelling equipment; and patching potholes.
- Responsible to maintain accurate inventory on assigned vehicle.
- Performs carpentry repairs to damaged walls, roofs, woodwork, floors, gutters and downspouts, garage doors, fences, gates, windows, cabinets, doorbells, and interior and exterior doors; replaces fixture if it cannot be repaired.
- Uses brushes, rollers and airless spray equipment to apply the required number of coats of paint, enamel, varnish, lacquer, or other protective or decorative material on a variety of surfaces, including wall and ceiling board, wood, metal, plaster, stucco, concrete, or brick.
- Repairs plaster, patches old plaster, and removes loose plaster in Authority properties.
- Repairs or replaces wiring and parts for electrical outlets, switches, light fixtures, and breaker switches and fuses; checks for and repairs gas leaks.
- Repairs or replaces plumbing fixtures and fittings, including but not limited to: showers, faucets, drains, sewer lines, toilets, sinks, water heaters, and water pumps.
- Cleans vacant apartments, BHA offices, community rooms, and bathrooms using various cleaning tools and equipment; maintains maintenance shop and outlying storage areas; cleans and makes minor repairs to household appliances, BHA tools, and equipment.
- Removes, stores, transfers and discards abandoned tenant belongings from vacated apartments.
- Performs vacant unit turnover duties, including overall cleaning, replacing locksets and making minor electrical and wall/ceiling repairs; replaces toilets, appliances, drains, ceiling fans, and outlets as needed; ensures all items on make-ready sheet are completed to BHA standards; Completes unit turns within five (5) days.

- Secures vandalized or abandoned units.
- Installs signs including, but not limited to, handicap parking, parking lot, and directional signs, office signs, and apartment addresses.
- Performs scheduled cyclical maintenance duties including, but not limited to, replacing smoke detector batteries and replacing HVAC filters.
- Maintains communication regarding maintenance issues with customers and BHA personnel; reports problems regarding unsafe or unsatisfactory conditions to supervisor.
- Responds to work orders submitted by Authority staff members, and completes all assigned work in the timeframe given. Provides detailed description of work performed that includes a minimum of two pictures, two sentences and materials used in the work order software system for each task completed.
- With prior supervisory notice and approval, may work emergency and after business hours.
- Performs other duties as assigned.

Benefits and Compensation: BHA offers a comprehensive and competitive benefits package. The annual salary range for this position is \$29,500-\$39,900. Salary is commensurate with experience and qualifications.

Location: Biloxi, MS

BILOXI HOUSING AUTHORITY

Position Description

Classification: **Maintenance Aide**

Supervisor: **Maintenance Supervisor**

Department: **Maintenance**

Status: **Non-Exempt** Pay Grade/Range:

Summary

The primary purpose of this position is to perform maintenance tasks for BHA housing sites and grounds. The incumbent performs minor repairs to the interior and exterior of Authority buildings, including electrical, gas, plumbing, carpentry, painting, and grounds keeping duties, in response to work orders generated by service requests or unit inspections. This position may also perform general repairs on light maintenance equipment as needed.

All activities must support the Biloxi Housing Authority (“BHA” or “Authority”) mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The following is a listing of the key duties and responsibilities of this position, and the skills, experience and knowledge required for the employee in this position. The listed duties should not be considered as a complete listing of all the work requirements, but a representative listing of the key duties of the position. Additional tasks to those listed below may be required, and individuals holding this position may be required to work in other areas of the housing authority to equalize or balance the workload, cover absences, or for other business needs of the housing authority.

1. Maintains BHA grounds, parking areas, sidewalks, and fence lines, including removing and disposing of debris, trash, and furniture; cleaning roofs, gutters and ditches; installation; replacing and repairing clothesline poles and wash lines; installing or repairing steps, sidewalks, fences and other non-dwelling equipment; and patching potholes.
2. Responsible to maintain accurate inventory on assigned vehicle.
3. Performs carpentry repairs to damaged walls, roofs, woodwork, floors, gutters and downspouts, garage doors, fences, gates, windows, cabinets, doorbells, and interior and exterior doors; replaces fixture if it cannot be repaired.

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4. Uses brushes, rollers and airless spray equipment to apply the required number of coats of paint, enamel, varnish, lacquer, or other protective or decorative material on a variety of surfaces, including wall and ceiling board, wood, metal, plaster, stucco, concrete, or brick.
5. Repairs plaster, patches old plaster, and removes loose plaster in Authority properties.
6. Repairs or replaces wiring and parts for electrical outlets, switches, light fixtures, and breaker switches and fuses; checks for and repairs gas leaks.
7. Repairs or replaces plumbing fixtures and fittings, including but not limited to: showers, faucets, drains, sewer lines, toilets, sinks, water heaters, and water pumps.
8. Cleans vacant apartments, BHA offices, community rooms, and bathrooms using various cleaning tools and equipment; maintains maintenance shop and outlying storage areas; cleans and makes minor repairs to household appliances, BHA tools, and equipment.
9. Removes, stores, transfers and discards abandoned tenant belongings from vacated apartments.
10. Performs vacant unit turnover duties, including overall cleaning, replacing locksets and making minor electrical and wall/ceiling repairs; replaces toilets, appliances, drains, ceiling fans, and outlets as needed; ensures all items on make-ready sheet are completed to BHA standards; Completes unit turns within five (5) days.
11. Secures vandalized or abandoned units.
12. Installs signs including, but not limited to, handicap parking, parking lot, and directional signs, office signs, and apartment addresses.
13. Performs scheduled cyclical maintenance duties including, but not limited to, replacing smoke detector batteries and replacing HVAC filters.
14. Maintains communication regarding maintenance issues with customers and BHA personnel; reports problems regarding unsafe or unsatisfactory conditions to supervisor.
15. Responds to work orders submitted by Authority staff members, and completes all assigned work in the timeframe given. Provides detailed description of work performed that includes a minimum of two pictures, two sentences and materials used in the work order software system for each task completed.

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16. With prior supervisory notice and approval, may work emergency and after business hours.
17. Performs other duties as assigned.

Required Knowledge, Skills and Abilities

1. Knowledge of BHA building facilities and equipment.
2. Knowledge of BHA rules, policies, and safety procedures.
3. Knowledge of building component and repair materials terminology.
4. Skills in the proper use and care of motorized equipment, shop, and hand power tools.
5. Skills in solving general repair problems and performing simple mathematical calculations.
6. Knowledge of general repair and preventive maintenance techniques; and demonstrated ability to skillfully apply knowledge in performing assigned work.
7. Basic knowledge of painting, electrical, plumbing, carpentry, and construction practices; and demonstrated ability to skillfully apply knowledge in performing assigned work.
8. Demonstrated skill in the safe and proper operation of equipment, machinery, and tools normally associated with the construction and repair of dwellings, grounds, infrastructure and appurtenances.
9. Ability to operate and use a computer software (Excel, Word, Outlook, and housing management programs), tablet and smartphone.
10. Ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals.
11. Ability to read and understand work orders and assignments given in writing, or orally in English.
12. Ability to read and understand directions, instructions, warnings, service manuals and BHA policies and procedure manuals in writing, or given orally in English.
13. Ability to coordinate and perform multiple functions simultaneously.
14. Ability to work outside for long periods of time in all kinds of weather.

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Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Customer Service: Provides timely, courteous, and quality service to all internal or external customers by anticipating individual needs, following through on commitments and ensuring that our customers have been heard.

Communication: Employee is prepared, clear, concise, and organized in all facets of communication in order to fully establish understanding. Actively listens and understands the audience to adapt message appropriately. Communicates information with appropriate personnel in a timely manner.

Teamwork: Actively participates and collaborates across boundaries, and works toward the achievement of common goals. Employee is adaptable and open to new ideas and/or approaches. Employee is aware of changes that impact internal and external customers and effectively communicates the impact when working as a team.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Safety Awareness: Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

Supervision

The employee receives supervision and assignments from the Maintenance Supervisor.. Courses of action, deadlines and priorities are set by BHA operational needs or the Maintenance Supervisor, depending on the assignment. Routine duties are initiated and completed by the employee without supervisory direction and within established BHA policies, trade and industry standards, and health, safety, and city and state codes and ordinances. Instructions to the employee may be general or specific in nature. Complex problems or situations not covered by instructions are usually referred to the supervisor. The employee's work is reviewed regularly for accuracy, completion, and compliance with policies and procedures.

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Minimum Education and/or Experience

1. High school diploma or GED, or trade or vocational school certification, focusing in carpentry, plumbing, and electrical repairs, and at least two years of related experience in construction or building maintenance; or
2. Any equivalent combination of education, training, and experience, which, in the sole determination of the BHA, provides the required knowledge and abilities, may be considered sufficient.

Language Skills

Ability to communicate clearly and concisely, both verbally and in writing. Ability to understand and follow verbal and written instructions.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

Special Requirements

1. Must possess a valid driver's license, reliable transportation and be insurable under BHA's automobile insurance plan.
2. Criminal background checks will be performed on all applicants.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to travel to and throughout various Authority properties to clean and maintain grounds. Daily movements include sitting; standing; reaching and grasping; moving about the properties; and attending onsite meetings and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must routinely transport up to 100 pounds.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position generally works on Authority properties, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud and the environment may be more hazardous than a standard office environment. This position may be required to work with contractors as well as Authority residents.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]