



Housing Authority of the City of Reno

Announces an Open Competitive Recruitment for **MAINTENANCE II**

THE POSITION

Under general direction the Maintenance II performs general, semi-skilled and skilled maintenance and repair tasks. Duties include cleaning, alterations, maintenance, repairs, and upkeep of housing units and property. Tasks involve plumbing, electric, lighting, painting, landscaping, wall repair, and appliance repair and installation. Communication with peers and residents to understand, diagnose, and facilitate needed maintenance and repairs.

THE JOB DESCRIPTION IS ATTACHED TO THIS ANNOUNCEMENT

WHAT WE DO

The RHA helps ensure nearly 9,000 people in the Truckee Meadows have a safe, secure place to call home. We are the largest provider of affordable housing in Washoe County, proudly assisting families and individuals in our community.

WHY APPLY?

The RHA is committed to developing a team that embraces our mission and core values throughout our local community. To offer superior service to our clients, we invest substantially in professional growth and development and are focused on exemplifying our underlying values of integrity, trust, leadership, progress and customer service. We offer competitive salaries based on skills and experience, an exceptional benefits package, a robust defined benefit retirement plan, and ample opportunities for growth. Our benefits package includes:

- ◆ 100% employer paid health, dental, vision & life insurance
- ◆ Flexible Spending plan.
- ◆ Excellent vacation & sick leave accrual program
- ◆ Thirteen (13) paid Holidays
- ◆ 100% employer paid retirement contribution for the Public Employees Retirement System (PERS)
- ◆ Paid Parental Leave
- ◆ 457(b) retirement savings program
- ◆ Employer paid life insurance and AD&D
- ◆ Positive, friendly work environment focused on providing work/life balance

SALARY PAY RANGE

- ⇒ Starting pay \$26.10/per hour
- ⇒ Merit increases to \$38.58/per hour

CONDITIONS OF EMPLOYMENT

This is a full-time, non-exempt position. The RHA is committed to ensuring a safe, productive and positive work environment through a Drug and Alcohol-Free Workplace. Selected candidates will need to complete a pre-employment drug screen and background checks including a criminal history check.

TO BE CONSIDERED

If interested and meet the minimum qualifications for this position you are encouraged to obtain an application at www.renoha.org. If reasonable accommodation is required, please contact the RHA Human Resource Director at HR@renoha.org

Please submit a complete application on or before the close date to HR@renoha.org. While you may include a resume, the RHA cannot accept resumes in lieu of a completed application.

EQUAL OPPORTUNITY EMPLOYER

The Reno Housing Authority is an equal opportunity employer. The RHA is committed to the principles of Equal Employment Opportunity (EEO) in accordance with applicable Federal and State law, and Executive Orders. Our policies prohibit unlawful discrimination based on race, color, creed, gender, religion, marital status, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by Federal, State, or local laws.

CLOSE DATE: Open until filled

This recruitment may close at any time based on applications received. Qualified applicants are encouraged to apply as soon as possible.



Housing Authority of the City of Reno

MAINTENANCE II

DEPARTMENT: Asset Management
 REPORTS TO: Director of Asset Management
 Exempt/Grade: Non-Exempt / Grade 11

SUMMARY

Maintenance positions perform rehabilitation, repair, and preventive maintenance duties to ensure the Housing Authority's units and property are in safe, clean, and proper working order.

Under general direction the **Maintenance II** performs general, semi-skilled and skilled maintenance and repair tasks. Duties include cleaning, alterations, maintenance, repairs, and upkeep of housing units and property. Tasks involve plumbing, electric, lighting, painting, landscaping, wall repair, and appliance repair and installation. Communication with peers and residents to understand, diagnose, and facilitate needed maintenance and repairs.

EXAMPLES OF IMPORTANT & ESSENTIAL DUTIES

- Performs semi-skilled and skilled, routine and emergency building maintenance and repair tasks. Provides skilled support on work in the construction, alterations, maintenance, repair and general upkeep of housing units and properties involving carpentry, painting, plumbing, heating, refrigeration, electrical and mechanical work, and hydronic systems.
- Participates in unit inspections using the UPCS guidelines to determine interior and exterior repairs.
- Repairs, installs, and maintains all pipes, fittings, and fixtures of water, drainage, and irrigation systems through use of design prints to locate the system to diagnose and correct problems and replace worn, damaged or defective parts.
- Diagnose and repair electrical items such as appliances, fixtures, switches and outlets, etc.
- Diagnose and repair plumbing items such as clearing drains, replacing fittings, faucets and sinks, etc.
- Patches and repairs drywall and plaster; repairs and installs cabinets, draws and counter tops repairs and installs doors, door hardware, window screens and window hardware; paints interior and exterior walls.
- Re-keys units, installs lockset, deadbolts and other security related equipment as needed.
- Repairs and installs subflooring, floor tile and carpet.
- Repairs, builds, forms, and finishes concrete.
- Performs extermination processes to eliminate and prevent infestations.
- Performs roof repair and maintenance.
- Performs maintenance services requests (work orders) and vacancy turns while accurately completing related paperwork in a timely manner.
- Mentors, guides and trains community service workers, apprentice, and/or volunteers.

- Collaborate with the Assistant Manager to create and maintain community residents are proud to call home
- Conducts physical inspections prior to and with all HUD required audits/inspections.
- Communicates and coordinates with vendors, monitors performance.
- Maintains inventory of supplies and materials needed to perform repair work, and initiates requests for purchase of supplies and materials.
- Plans and coordinates assigned maintenance and repair tasks. Estimates labor, time, materials and supplies needed for tasks.
- Complies with all safety regulations and policies, ensures compliance when performing duties. Maintains a clean and safe working area including wearing of all required personal protective equipment (PPE).
- Participates in on-call rotation for afterhours emergencies. When on-call responds timely to afterhours emergency calls as needed.
- Identifies health and safety hazards and takes necessary steps to correct them. Properly reports health and safety hazards as required.
- Performs other related tasks and duties as assigned.

MINIMUM QUALIFICATIONS

- High School diploma or equivalent.
- Three (3) years of experience in housing maintenance, construction, repair, landscaping, and/or engineering trades.
- Or an equivalent combination of education, training and experience which provides the knowledge and abilities necessary to perform the work as determined by Human Resources.

Position descriptions are intended to present a descriptive list of the range of duties performed by the title and is not all-inclusive. May be expected to perform job-related duties other than those listed.

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06/19. Est. 11/80

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of principles and techniques for one of the building construction trades, elements of housing construction including drywall, roofs, ceiling and floors, framing, electricity, landscaping, HVAC and plumbing.
- Knowledge of methods and procedures in repairing household appliances such as refrigerators and stoves, and the use and routine maintenance of power and hand tools.
- Knowledge of OSHA safety requirements for maintenance tasks.
- Knowledge of local, state, and national codes and regulations related to housing maintenance and repairs.
- Ability to safely operate, maintain, and keep inventory of hand tools, power tools and equipment.
- Ability to read, understand and interpret technical specifications.
- Ability to apply the principles, practices, materials, and equipment involved in building maintenance and rehabilitation.
- Ability to complete duties in accordance with local, federal, state and the Housing Authorities safety regulations and standards.
- Ability to effectively use computer systems and software programs to prepare and present reports.
- Ability to drive a vehicle to different RHA properties and locations, requiring a valid Nevada Driver's License in good standing.
- Ability to teach and mentor others as needed.
- Ability to be on-call and respond to emergency after work hours service calls when assigned.
- Ability to communicate verbally and in writing in a courteous, professional manner and work cooperatively with co-workers, residents, other agencies, contractors, vendors, and the public.
- Ability to perform physical work for extended periods outside in all types of weather.

- Regularly lift, carry, push, and pull materials and objects up to 50 pounds. Frequently lift, carry, push and pull materials and objects up to 100 pounds.

ADDITIONAL REQUIREMENTS

- Valid Nevada Driver's License at time of appointment with an acceptable driving record throughout employment is required.
- Obtain and maintain certifications, licensure or credentials that relate to the position as directed by the Authority.
- Provide a copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of offer.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- Mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Frequent sitting, standing, walking, pushing, pulling, bending, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Occasional crawling and working in tight spaces.
- Work indoors in an office setting, regularly operate standard office equipment including computers, printers, telephones, and copiers.
- Work outdoors in all weather conditions, regularly operates hand tools, power tools, and power equipment.

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