

**JOB ANNOUNCEMENT**

**Maintenance Worker II**

Salary Range (49.0): \$3,521-\$4,494/month

**DEFINITION:** Under general supervision, performs the full array of duties assigned to Housing Authority maintenance crews including a variety of semi-skilled and skilled assignments in the maintenance, repair and alteration of buildings, properties, and facilities; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:** The Maintenance Worker II is the journey level class responsible for a wide variety of building, grounds, and facility maintenance duties. Incumbents will have the ability to make necessary repairs to refrigerators, the ability to work on coolers and/or air conditioners and acquire HVAC certification within two years, to perform skilled work in trades, including carpentry, plumbing, painting, electrical, heating and air conditioning, and ventilation. Good knowledge of tools and equipment and the best use of materials to accomplish desired results. Must have general knowledge of occupational hazards and safety precautions of general maintenance work. This classification is distinguished from the Maintenance Worker I position in that the Maintenance Worker II performs the more difficult and complex assignments with the combined ability to keep records, compile data, and write reports.

**SUPERVISION RECEIVED/EXERCISED:** Receives direction from the **Maintenance Services Manager**. Incumbents of this class do not routinely exercise supervision.

**ESSENTIAL FUNCTIONS:** *(includes but are not limited to the following)*

- Performs skilled and semi-skilled work in all areas of construction and maintenance including plumbing, carpentry, electrical, painting, landscaping, heating and air conditioning, and ventilation; refrigeration repairs; performs maintenance and repair of plumbing equipment and systems, including pipes, fixtures and valves; inspects, maintains, repairs and replaces gas and electric hot water heaters and stoves; rods and cleans out sewer lines; performs a variety of advanced carpentry work including remodeling and construction of cabinets, counters and drawers; performs finish concrete construction and repair.
- Sands, textures, and repairs walls; performs interior and exterior finish painting and staining; lays and repairs carpet and tile; repairs and installs plastic laminates; installs, maintains, and repairs air conditioning units; repairs and installs electrical outlets, fixtures, switches, and wiring; inspects and repairs roofing; inspects facilities and grounds for conditions needing repair and maintenance.
- Performs general cleaning of building, facilities, and grounds; reviews vacant units and performs necessary cleaning and repair; scrubs, strips, and waxes floors; cleans carpeting and windows; repairs and installs building hardware including door handles and locks; installs and repairs window screens; mows, edges and weeds landscaped areas; plants trees, flowers and shrubs; maintains assigned equipment and tools.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; responds to questions and concerns from the public and tenants; provides information as appropriate and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, other governmental agencies, Authority management and staff, clients, and the public.

## WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing twenty-five pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants, and may be exposed to electrical and mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment and drive motorized vehicles.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and/or Experience:** Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Maintenance Worker II**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of journey level experience in the building trades, or four years of increasingly responsible semi-skilled experience in facilities maintenance and repair, and a high school diploma or equivalent. Additional qualifying experience may be substituted for the educational requirement.

**License/Certificate:** Possession of, or ability to obtain, a valid class C California driver's license and ability to meet insurability requirements of the company providing automobile insurance to the Housing Authority. Ability to obtain HVAC certification within two years.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:** Practices, techniques and materials used in maintenance, construction and repair of buildings, grounds and facilities; journey level methods and techniques in one or more of the building trades; operational characteristics of standard construction and maintenance tools and equipment; principles and practices of project design and cost estimating; basic principles of mathematics and record keeping; occupational hazards and standard safety procedures.

**Ability to:** Perform a variety of building and grounds maintenance, alteration and repair work; inspect buildings, grounds and equipment for needed repairs; estimate time and materials for completion of projects; read and interpret blueprints, diagrams and sketches; prepare drawings and sketches; perform heavy manual labor; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships. Bi-lingual skills (Spanish/English) are desirable and may be required for some positions.

**Skill to:** Safely and effectively operate a variety of maintenance and construction equipment, tools, and materials.

## **APPLICATION PROCESS**

Required applications are available online at [www.maderaha.org](http://www.maderaha.org) or you may pick one up at the Housing Authority of the City of Madera 205 N. 'G' St., Madera, CA 93637. Applications completed online must be printed and delivered in person or by mail to the Housing Authority office by the filing deadline. The examination process may consist of one or more of the following: review of the applications to determine eligibility, a written or performance exam, oral interview, and background review. The agency reserves the right to make necessary modifications to the exam process. The agency will make every reasonable effort in the examination process to accommodate persons with disabilities. Please advise the Administration of any special needs in advance of the examination process by calling (559) 674-5695 Ext. 222.

**BACKGROUND REVIEW:** A complete review of the candidate's background will be conducted before appointment, including criminal history.

**MEDICAL EXAMINATION:** Appointment will be contingent upon successful completion of a complete medical exam and drug screen.

**ONLY QUALIFIED APPLICATIONS WILL BE CONSIDERED. PLEASE FILL OUT THE APPLICATION COMPLETELY; RESUMES AND OTHER PERTINENT INFORMATION MAY BE ADDED BUT CANNOT BE SUBSTITUTED FOR APPLICATION INFORMATION.**

**DISABLED APPLICANTS WHO REQUIRE SPECIAL EXAM ARRANGEMENTS SHOULD CONTACT THE PERSONNEL DEPARTMENT FIVE (5) DAYS PRIOR TO EXAM DATE.**

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**BENEFITS:** This classification receives twelve paid holidays per year; vacation, sick leave; benefit credit towards cost of medical, vision and dental plans; CalPERS 2%@62 Retirement Plan, Deferred Compensation 457 Plan, life insurance and long-term disability insurance. This position is classified as non-exempt.

**Employees of the Housing Authority of the City of Madera work a 9/80 compressed workweek schedule.**

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**THE MADERA HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE INDIVIDUALS ON THE BASIS OF RACE, GENDER, RELIGION, ANCESTRY, SEXUAL ORIENTATION, AGE, FAMILIAL STATUS, OR DISABILITY IN ANY OF ITS PROGRAMS OR ACTIVITIES.**