



**HOUSING
OPPORTUNITIES**
— of SW Washington —

Connecting people to homes, hope and opportunity. *Jennifer Westerman, CEO*

POSITION TITLE:	Facilities Maintenance Technician
DEPARTMENT:	Asset Department
SUPERVISOR:	Facilities Manager
SALARY:	Level 4, \$22.87 - \$31.66 /Hour
HOURS:	8:00 – 5:00, Monday – Friday
LOCATION:	Raymond, WA/South Bend, WA

POSITION OVERVIEW:

This position regularly performs the maintenance work at the Housing Opportunities of SW Washington (HOSWWA) apartments and office sites under the general supervision of the Facilities Manager. Work involves knowledge of plumbing, light electrical and painting, with working conditions and degree of individual discretion exercised differing according to the location and nature of assignments. Work requires exercising technical judgment independently in determining work methods and procedures. The job is a physical job and requires the ability to: 1) Identify maintenance and repair problems, 2) Drive to sites and to supply vendors, 3) Make repairs and perform necessary maintenance, and 4) Provide cleaning as needed. Experience in repair and maintenance and/or new construction is highly desirable but will train the right candidate.

BENEFITS DESCRIPTION:

HOSWWA offers employees and their eligible family members the option to enroll in medical, dental, vision, and/or supplemental life insurance. Employees are also covered by Basic Life and Accidental Death and Dismemberment and Long-Term Disability insurance.

All HOSWWA employees are members of the Public Employees Retirement System (PERS) administered by the Washington State Department of Retirement Systems (DRS). Employees may also contribute funds to Deferred Compensation Program (DCP), a 457(b)-tax deferred savings plan run by the DRS.

Employees receive 14 paid holidays per year, paid sick leave accrual at a rate of 8 hours per month, and, following 6 months' orientation, paid annual leave starting at 40 hours per year.

Other benefits include two Employee Assistance Programs (EAP) and access to student loan forgiveness through Public Service Loan Forgiveness (PSLF).

JOB DUTY OUTLINE:

1. Performs cleaning, painting, sheetrock work, plumbing, carpentry and electrical repairs to buildings and equipment;
2. Cleans, services, and makes repairs to a wide variety of heating, ventilating and related equipment;
3. Removes and replaces partitions, installs doors and locks;



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4. Repairs cabinets, windows, footings, sidings, and other related carpentry work;
5. Measures, cuts, threads, and installs pipes for water lines, repairs, and replaces plumbing fixtures;
6. Performs minor electrical work, to include light switches, fixtures, change light bulbs, replace receptacles, and cover plates;
7. Make estimates of labor, time, cost, and materials;
8. Repairs floors;
9. Performs exterior and interior painting;
10. Performs concrete work in connection with sidewalks, curbs, and gutters, also on buildings and foundations. Does related work as required;
11. Works with contractors as needed to assure completion of necessary maintenance and repairs;
12. All other duties as assigned.

SKILLS AND ABILITIES:

1. Knowledge of the methods, tools, and practices used in painting, plumbing, carpentry, concrete work, and electrical trades.
2. Knowledge of the occupational hazards and safety precautions of the building, electrical, or mechanical trades.
3. Ability to make accurate estimates of time and materials required for repairs and maintenance work.
4. Ability to keep simple records and make reports.
5. Ability to meet the public effectively and give information regarding ground and building facilities and HOSWWA regulations.
6. Skill in the use and care of tools and equipment employed in the building, electrical, concrete, and mechanical trades.
7. Knowledge, ability, and skill to perform administrative duties as assigned.

QUALIFICATIONS (Education/Experience):

1. Education: High School Diploma or G.E.D.
2. Experience: Two years minimum experience in the construction or maintenance of building, electrical, carpentry, plumbing and mechanical trades work is preferred.
3. Must have a valid Washington State Motor Vehicle Operators License.
4. Must furnish proof of an acceptable driving record (per Authority vehicle liability insurance provider guidelines) from the Motor Vehicle Division.
5. Must pass a background check.
6. Must be willing and able to cover "on-call" rotation shifts.

WORKING ENVIRONMENT:

This position requires the employee to work extensively "on-site"; the employee is required to be available to work in and around the property owned by HOSWWA and may be required to enter individual units which may be dirty, smoky, and have minor hazards. The Employee will be required to make repairs to units as deemed necessary, which may include visual inspection, physical dexterity and strength, and knowledge of safe techniques. The employee may be required to work directly with tenants and their requested repairs, which may place employee under extreme stress and require extreme diplomacy.



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PHYSICAL: This position requires physical strength, agility, reaching, lifting, pushing, and pulling. Must also have ability to work out-of-doors and under adverse weather conditions.

MENTAL: This position consists of 10% administrative tasks, which include, but is not limited to, issuing/tracking work orders to ensure completion within required guidelines, checking vacated units and tracking to completion. The remaining 90% are hands-on maintenance tasks.

EQUAL OPPORTUNITY EMPLOYER:

All qualified applicants are welcome without regard to gender, gender identity or gender expression, sexual orientation, race, ethnicity, or cultural identity, national origin, religion, age, veteran status, genetics, or disability. We encourage minorities, LGBTQ, veterans, and individuals with disabilities to apply.

ORGANIZATION CHARACTERISTICS:

Housing Opportunities of SW Washington is a public organization created under the Housing Authorities Law of the State of Washington. Created in 1976, the Authority's jurisdiction of responsibility includes: Cowlitz, Lewis, Pacific and Wahkiakum Counties. HOSWWA administers various federal housing programs, locally owned properties, and Section 8 Housing Assistance Payments Programs. It also owns and manages federally funded USDA Rural Rental Multi-Family Housing, and operates several programs designed to expand affordable housing opportunities.



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