



Housing Authority of the County of Santa Barbara

IS ACCEPTING APPLICATIONS FOR THE POSITION OF -
TEMPORARY MAINTENANCE SPECIALIST
SERVING SANTA MARIA, ORCUTT, GUADALUPE
Full-Time – 78 HOURS BI-WEEKLY
\$24.65 per hour + \$9.27 per hour fringe benefits stipend
not eligible for benefits – 6-month temporary assignment
OPEN UNTIL FILLED

POSITION DESCRIPTION: This TEMPORARY Maintenance Specialist position performs a variety of skilled and semi-skilled maintenance and repair duties on Agency owned and managed properties, and related facilities. Responds to any of a variety of maintenance needs, often with very little advanced notice and with a selective degree of urgency. This is the journey level class in the maintenance worker series. Employees at this level are required to work independently and be fully trained in all procedures related to assigned area of responsibility and travel significant distances throughout the County of Santa Barbara. This position receives direct supervision from the Santa Maria Maintenance Manager.

Essential functions include performing a variety of skilled and/or semi-skilled maintenance at the journey level in the trades of carpentry, plumbing, drywall, electrical, painting, landscape, locksmithing, appliance repair, and custodial; Operate and maintain a variety of hand and power tools and equipment used in the performance of various assigned duties; Assist with completion of resident work orders daily; Maintain an organized, clean and safe work area; Assist with unit turnover; Comply with all established site safety and hazardous communication standards; Maintain accurate records; Abide by all local State and Federal Fair Housing laws Perform after-hours on-call duties as part of an on-call rotation schedule. Must have driving record acceptable to agency insurance carrier.

QUALIFICATIONS

Knowledge of:

- Advanced knowledge of multi-family building systems and maintenance;
- The proper use of hand and power tools and equipment;
- Operating electronic devices including tablet, smartphone, and computer
- The proper use of dry, liquid, aerosol chemicals;
- The proper use of Personal Protective Equipment (PPE);
- Occupational hazards and standard safety practices;
- Pertinent Federal, State and local codes, laws and regulations;

Ability to:

- Understand and follow oral and written instructions
- Communicate clearly and concisely with residents, coworkers, supervisors and vendors
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Use independent judgement.

Physical Conditions: While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Environmental Conditions: While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions at job sites. The noise level in the work environment and job can be loud.

Education: High school diploma or GED

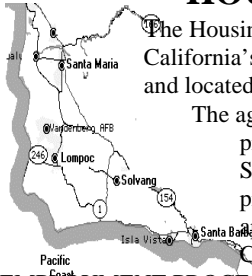
Experience: Five (5) years of relevant building maintenance experience.

APPLICATION PROCEDURE - Resumes not accepted without formal Housing Authority application. An application form may be downloaded at www.hasbarco.org, and must be submitted to the Housing Authority for recruitment consideration. Applications may be emailed to jobs@hasbarco.org or faxed to (805) 735-0020.

Any offer of employment is dependent upon successful completion of physical exam, drug testing and background investigation.

AN EQUAL OPPORTUNITY EMPLOYER

HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA



The Housing Authority of the County of Santa Barbara has an administrative office and three housing offices located along California's South-Central Coast. Situated approximately 100 miles north of Los Angeles, 266 miles south of San Francisco, and located close to the ocean, the area enjoys mild temperatures throughout the year with no smog.

The agency is a political subdivision of the State of California responsible for the administration of public housing programs, providing affordable housing for hundreds of low-income households in Santa Barbara County (excluding Santa Barbara City) through rent subsidy programs or by occupancy in one of its housing developments, along with providing a variety of housing related services. The Housing Authority is governed by a Board of Commissioners appointed by the Santa Barbara County Board of Supervisors. Employees of the agency are not Santa Barbara County employees.

EMPLOYMENT PROCESS

Applicants must complete and submit an official Housing Authority application form and any other required documents no later than 4:00 p.m. on the final filing date specified on the job announcement. A separate application must be filed for each examination. Resumes will be accepted, but may not be substituted for the required application form.

The requirements as stated on the front of this job announcement represent only the minimum required to file an application. Meeting the listed requirements does not guarantee that a candidate will qualify for an interview as the Human Resources Department reserves the right to limit the number of candidates to those whose recent work experience most closely matches the requirements of the position.

Any applicant receiving an interview will be scored. Any applicant with a passing score of 70% or higher will be retained on an eligibility list for that position for a period of one year. It will not be mandatory to hire the top person on the list.

Eligible applications will be reviewed whenever there is a job opening in that category. The applications of the top five applicants will be examined and the department head will make recommendations. The department head may recommend appointment of any or none of the persons referred. The eligibility list will be considered exhausted when all applicants have failed to reply to notification of interviews by the specified time, or after their application has been reviewed three times without offer of hire.

The Housing Authority is an equal opportunity employer, and selects the best matched individual for the job based upon job related qualifications, regardless of race, color, creed, sex, national origin, age, handicap or other protected groups under State, Federal or local equal opportunity laws. Reasonable accommodations are offered qualified individuals with handicap. For assistance contact Irene Vejar 805-736-3423, ext. 4010

CONDITIONS OF EMPLOYMENT

Working Hours. Most staff positions work a 9/80 work schedule during regular business hours between 7:30 and 5:00 p.m. Schedules are determined based upon the needs of the position.

Probationary period. All appointments are provisional subject to the completion of a provisional period of a minimum of six months. The provisional period is a part of the selection process in that it is a trial period for the employee to demonstrate on the job that he/she has the knowledge, skill and ability to successfully perform the duties and responsibilities of the position. If performance is not satisfactory, an employee may be terminated without redress.

California Driver's License. Many staff positions require the possession of a valid California Driver's License including a good driving record at the time of hire and during the course of employment. If required, applicants selected for interview will be required to submit an up-to-date Motor Vehicle Record obtained from the local DMV.

Disability Leave and Workers' Compensation. The Housing Authority participates in CA State Disability Insurance and independent Workers' Compensation Insurance. These programs are administered through the Human Resources Department. Upon hire employees will receive pamphlets describing the responsibilities of the employer and employee.

Medical Examination. A medical examination paid by the Housing Authority is required of each new Maintenance employee. The employee's physical condition must be consistent with the requirements of the job duties to be performed. Candidates are cautioned that offers of employment or continued employment are conditional and subject to the satisfactory completion of the medical examination. An examination of any employee may be requested at any time by their supervisor.

Background Investigation. A background investigation including application information verification, criminal history, and DMV reports is conducted on any applicant selected for hire. Any offer of employment is subject to the satisfactory completion of this investigation.

EMPLOYEE BENEFITS

Step Salary Advancement Salary advancement may be recommended upon completing probationary period, and at intervals of one year thereafter until the maximum step is reached. Each of the five pay steps are in 5% increments. Thereafter employees are eligible for a 5% longevity increase every 5 years.

Vacation Leave. Vacation or Annual Leave is accrued at the rate of 12-24 working days per year depending on years of service, beginning on the first day of employment. Employees are eligible to use this leave after six months of continuous employment with approval of supervisor dependent on the needs of the department and area office/shop.

Sick Leave. Sick Leave is accrued at the rate of 12 working days per calendar year and is to be used for illness according to agency policy.

Holidays. The Housing Authority presently observes twelve paid holidays per year.

Group Insurance Program. The first of the month after 31 days employment employees working 30 hours or more per week are eligible for 100% employer paid Life policy worth one and one-half times the employee's annual salary and Retirement contributions of 12.5% of salary. Employees working 30 hours or more per week receive nearly 90% employer paid Medical/Prescription, Dental, Vision & LTD coverage for employee + ½ of premium cost for dependent coverage, if elected.

Deferred Compensation 457 Plan is voluntary.

Social Security. Compulsory participation for all employees.

Credit Union. Membership for savings, loans and other privileges is available.

Reimbursement for Tuition and Books. Employees attending accredited courses of instruction may apply for pre-approval of reimbursement for the costs of tuition and books for such training.

THE HOUSING AUTHORITY MAINTAINS AN AT-WILL EMPLOYMENT RELATIONSHIP WITH ALL EMPLOYEES.

THE HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER AND MAINTAINS A DRUG-FREE/SMOKE-FREE WORKPLACE