

Area Housing Authority of the County of Ventura MAINTENANCE WORKER Application Package

**Before the deadline of:
FEBRUARY 26, 2018 before 5:00 PM**

You *MUST* complete the following THREE forms and submit them to Human Resources

- 1) AHA Employment Application (4 pages)
- 2) Supplemental Questionnaire (1 page)
- 3) Notice to Applicants-AHA's use of background/investigative reports (1 page)

You *MAY* submit the following voluntary forms with your application.

These documents will not accompany your application to prospective supervisors, and are used the compilation of government record-keeping and reporting requirements.

- Voluntary Self-Identification (*Veteran status*)
- Voluntary Self-Identification (*Ethnic Category*)
- Voluntary Self-Identification (*Disability*)
- Eligibility for Preference Certification Form (*Section 3*)

You *MAY* submit a copy of your recent resume. However, resumes will not be accepted in lieu of the completed application package.

TO APPLY for the MAINTENANCE WORKER position:

Submit the completed required forms (*and any voluntary forms you wish to include*) via fax, U.S. mail, in person or email to the address below. All documents must be received by the final filing date on [02/26/18 before 5:00 PM.](#)

Email to: humres@ahacv.org

Fax to: (805) 480-9951

US mail or in person:

Attn: Human Resources,
Area Housing Authority
1400 W. Hillcrest Drive
Newbury Park, CA 91320

SUPPLEMENTAL QUESTIONNAIRE – MAINTENANCE WORKER

The purpose of this Supplemental Questionnaire is to provide information to be used in the screening process to assess your qualifications for this position. Since this is a competitive process, failure to supply sufficient details when describing your prior relevant work experience, skills and abilities may result in your elimination from the selection process.

Complete the sections below, **sign and date this Supplemental Questionnaire**, then return via mail, email, fax or hand-deliver **with your completed Application and Notice to Applicants and any additional pages** to: Human Resources, Area Housing Authority, 1400 W. Hillcrest Drive, Newbury Park, CA 91320; or by email: humres@ahacv.org, or fax (805) 480-9951.

DEADLINE IS MONDAY, FEBRUARY 26, 2018 before 5:00 PM

Under penalty of perjury, I certify that the information provided to the AHA through this Supplemental Questionnaire is true and accurate and has been prepared by me to demonstrate my experience, knowledge and abilities as they relate to this position. I understand that any misstatement or concealment of any fact may subject me to disqualification in the interview process.

Signature: _____ Date: _____

Printed name: _____

Provide your TOTAL number of years' experience from all jobs/school in each category below.

Total Yrs.	REQUIRED Skills, Knowledge, Abilities and Experience:				
	Worked in maintenance as primary duty				
	Log, track and complete work orders within required time restraints				
	Worked with third party contractors to complete maintenance work orders				
CHECK EACH CATEGORY BELOW IN WHICH YOU HAVE MORE THAN THREE YEAR'S WORK EXPERIENCE					
AIR CONDITIONER	<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace	REFRIGERATOR	<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace
BREAKERS	<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace	SCREENS	<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace
CONCRETE	<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace	SINK	<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace
DISHWASHER	<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace	STOVE / OVEN		<input type="checkbox"/> Replace
DOORS	<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace	TOILET	<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace
DRYER	<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace	TUB / SHOWER	<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace
FAUCET	<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace	WASHER	<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace
FLOORS	<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace	WATER HEATER	<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace
GARBAGE Disposal	<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace	WINDOWS	<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace
HEATER	<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace	Window BLINDS	<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace
LOCKS	<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace	WIRING	<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace
LIST ANY OTHER CATEGORIES BELOW:					
	<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace		<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace
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	<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace		<input type="checkbox"/> REPAIR	<input type="checkbox"/> Replace

Resumes, while useful, will not be accepted in lieu of these documents. Failure to return both the application and supplemental questionnaire before the deadline will remove you from the list of active applicants for this position.



Area Housing Authority of the County of Ventura

1400 West Hillcrest Drive • Newbury Park, CA. 91320-2721 • (805) 480-9991, ext. 840 • (800) 800-2123 • FAX: (805) 480-9951

An Equal Opportunity Employer

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability, or any other legally protected status. We are an equal employment opportunity employer of individuals with disabilities.

Applications are accepted for open positions only. A separate application is required for each open position desired. All sections must be complete within the application. Items left blank may be cause for disqualification as an applicant or dismissal, if employed. Supporting materials may be attached to this application.

A RESUME WILL NOT SUBSTITUTE FOR THE INFORMATION REQUESTED IN THIS APPLICATION

PERSONAL INFORMATION

Please Print Clearly

Form with fields for Last Name, First Name, Middle Name, Today's Date, Current Street Address, City, State, Zip, Permanent Street Address, Cell phone number, Home phone number, Best daytime phone number, E-Mail Address, Position applying for (MAINTENANCE WORKER), Salary desired, Have you ever worked for the Area Housing Authority before?, How did you learn about this opening?, Do you have any friends or relatives working for the Area Housing Authority?, Are you a Section 8 landlord?, Are you a participant or applicant of any Area Housing Authority program?, If hired, would you have a reliable means of transportation to and from work?, Do you have a valid California driver's license?, Are you at least 18 years old?, Have you ever served in the military?, Are you legally eligible to work in the United States?, If hired, can you perform the essential duties of this position with or without reasonable accommodations?

The AHA will consider reasonable accommodation measures that may be necessary for eligible applicants and employees to perform the essential functions of the job. If you need an accommodation for interviewing or job testing, please contact Human Resources immediately.

EMPLOYMENT HISTORY

Starting with your most recent employer, list all present and past employment for the last **ten (10)** years. List each change of title or promotion separately. Explain any gaps between employment periods. **If more space is needed, use additional sheets.** Include relevant volunteer experience. *It is not acceptable to write “See Resume”.*

Dates Employed From / To	Employer Name	Address	
Normal Schedule	Your Job Title	Reason for leaving	
Your supervisor's name	Your job duties		
Supervisor email:			
Company phone number			
Company website address:			

May we contact this employer for a reference? Yes No

Dates Employed From / To	Employer Name	Address	
Normal Schedule	Your Job Title	Reason for leaving	
Your supervisor's name	Your job duties		
Supervisor email:			
Company phone number			
Company website address:			

May we contact this employer for a reference? Yes No

Dates Employed From / To	Employer Name	Address	
Normal Schedule	Your Job Title	Reason for leaving	
Your supervisor's name	Your job duties		
Supervisor email:			
Company phone number			
Company website address:			

May we contact this employer for a reference? Yes No

Yes No Have you ever been involuntarily terminated or requested to resign from any position? *(Do not include layoffs)*
If “Yes”, explain or attach separate sheet if necessary:

EDUCATION, TRAINING AND EXPERIENCE

Check the appropriate box: *(If no diploma, list the highest grade you completed)*

- High School Diploma GED or High School Equivalency Certificate
 No Diploma # Years Completed in High School or Equivalent Educational Program : _____

List Colleges, Universities, Vocational and/or Business Schools You Attended

School Name	School Address	Years Completed	Major Course of Study	Degree Awarded?	Degree Title or # units completed
				Y / N	
				Y / N	
				Y / N	
List Professional Licenses or Certificates That You Currently Hold		Date Issued	Date Expires	Number and State	Was License or Certification ever revoked or suspended?
					Y / N
					Y / N
List computer software in which you are proficient <i>(if applicable for this position)</i>					

- Some of our clients do not speak English. Do you speak, write or understand any other languages **well enough to act as an interpreter?** If "Yes", list them below. *(including Sign Language)*
- Yes** Written Fluency Spoken Fluency
 No 1. _____ Written Fluency Spoken Fluency
 2. _____
- Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at the Area Housing Authority? If "Yes," please explain:
- Yes**
 No

REFERENCES

While we normally utilize the employer information contained in the "Employment Experience" section of the application, many times this information is not current or sufficient for us to make a reasonable inquiry. List two people **in addition** to any you have listed within the "Employment Experience" section of the application that we have your permission to contact **who have knowledge of your work performance** within your recent past or current employment situations. We need complete information to contact them in a timely manner. **Failure to provide complete information will result in your application being declared 'incomplete' and will remove you from our applicant pool. Do not list personal or social references.**

First Name	Last Name	Best Telephone Number To Reach This Person ()
How they know you (Relationship status and name of company where known)		Number of Years Acquainted
Their current occupation	Best email address to reach this person	
First Name	Last Name	Best Telephone Number To Reach This Person ()
How they know you (Relationship status and name of company where known)		Number of Years Acquainted
Their current occupation	Best email address to reach this person	



Area Housing Authority of the County of Ventura
Area Housing Authority Employment Application – Page 4

Read Carefully, Initial Each Paragraph and Sign Below

Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my opportunity for employment and the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of a material fact on this application or on any document used to secure employment, including my resume, shall be grounds for rejection of this application or for immediate discharge, if I am employed, regardless of the time elapsed before discovery.

Initials I hereby authorize the Area Housing Authority of the County of Ventura to thoroughly investigate my references; work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Area Housing Authority of the County of Ventura any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Area Housing Authority of the County of Ventura, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials I understand that if offered employment, the offer will be contingent on my passing a pre-employment drug screen, pre-employment physical, background check and E-Verify eligibility to work verification. By signing this application, I **voluntarily agree** to submit to a pre-employment alcohol/drug screen, pre-employment physical and background check upon request. I understand that failure to pass the alcohol/drug screen, pre-employment physical and/or background check will result in withdrawal of the employment offer. I understand to be eligible for hire and if offered employment, I must meet all Area Housing Authority of the County of Ventura and HUD requirements applicable to this position.

Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Area Housing Authority of the County of Ventura. No manager, supervisor, or employee of the Area Housing Authority of the County of Ventura has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the Executive Director has the authority to make any such agreement and then only in writing, None of the Area Housing Authority of the County of Ventura's Human Resources policies and procedures are intended to interfere with employees' right to engage in concerted protected activity or to discuss the terms of their employment or working conditions with or on behalf of co-workers.

My signature below certifies that I have read and understand the contents of this Employment Application, including the initialed paragraphs above, and agree to the terms and conditions outlined in this application. I declare under penalty of perjury under the laws of the State of California that all of the foregoing is true and correct.

Applicant's Signature

Date

Your Printed Name

NOTICE TO APPLICANTS

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA'S USE OF BACKGROUND AND INVESTIGATIVE REPORTS

The Area Housing Authority of the County of Ventura [AHA] may use a variety of methods to confirm your prior work experience, criminal activity, driving record, character, general reputation and personal characteristics. This information may be used in decisions about your employment at the AHA.

Although the AHA application package only asks for your employment history for the past ten (10) years, the AHA may seek confirmation of relevant prior work history throughout your entire work history. To obtain this information before hiring an applicant, the AHA may:

- contact your prior employers via phone, fax or mail;
- search local court records via the internet and through a third party;
- contact educational institutions to confirm levels of education obtained;
- contact those individuals you identify as personal references.

You have the right to decline authorization of these reports. However, without these reports, the AHA may not be able to properly confirm whether you meet the job requirements; and the AHA may decide not to offer you employment.

If the AHA uses a third party to conduct these background and investigative reports, the AHA will certify to that third party that we have notified you of your rights, obtained your permission to get the background check, complied with all of the FCRA requirements, and won't discriminate against you or otherwise misuse the information in violation of federal or state equal opportunity laws or regulations.

If you authorize the AHA to conduct these background and investigative reports, you must indicate your authorization by your signature and date at the bottom of this page.

My signature below certifies that I have read and understand the contents of this Notice, and further, that I agree to the terms and conditions outlined in this entire AHA application package.

Applicant's Signature

Date

Your Printed Name

NOTICE TO APPLICANTS

Before the Area Housing Authority of the County of Ventura [AHA] takes an adverse employment action, (for example, not hiring an applicant or firing an employee based on background information obtained through a company in the business of compiling background information), the AHA will give the applicant or employee:

- a notice that includes a copy of the consumer report the AHA relied on to make its decision;
- a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act"

The purpose in providing a notice in advance of taking an adverse employment action is to allow the individual the opportunity to review the report and explain any negative information.

If an adverse employment action is taken against you, the AHA will tell you (orally, in writing, or electronically):

- that you were rejected because of information in the report;
- the name, address, and phone number of the company that providing the report;
- that the company providing the report didn't make the hiring decision, and can't give specific reasons for it; and
- that you have a right to dispute the accuracy or completeness of the report, and to get an additional free report from the reporting company within 60 days.

The AHA disposes of background reports in full compliance of EEOC and FTC regulations, and within the AHA's record retention policy. All paper records are destroyed securely by a third party shredding company. Electronic files or media are destroyed or erased so that the information cannot be read or reconstructed.

INQUIRIES REGARDING YOUR APPLICATION STATUS

Applicants for positions with the Area Housing Authority of the County of Ventura will be notified regarding their applicant status. Generally speaking, we feel it is both prudent and professional to make such notifications only in writing. **Therefore, the Area Housing Authority will not respond to telephone requests for an application status.**

As much of the information on your application is of a confidential nature, it is not feasible for us to request adequate verification of the caller's identity prior to discussing any personal information. You will some written communication regarding the status of your application within 2-3 weeks of the closing date of recruitment. **Email will be the primary method of written communication. Therefore be sure to include a valid email address within your application.**

We ask for your patience and cooperation in this matter.

NOTICE OF REQUIRED DRUG TESTING

Pursuant to the Drug-Free Workplace Act of 1988, the Area Housing Authority of the County of Ventura is required to certify its compliance in providing a drug-free workplace that is free from the illegal manufacture, distribution, dispensation, possession, sale and use of marijuana, illegal drugs, and the use, possession or distribution of alcohol. All applicants who are extended a Conditional Offer of Employment shall, as part of their pre-employment physical, voluntarily submit to blood and/or urine testing for the presence of alcohol, marijuana or illegal drugs. Refusal to submit to the required drug testing or any other component of the pre-employment physical examination will result in withdrawal of the employment offer.

Applicants with a confirmed positive test result will be denied employment. The Area Housing Authority will not discriminate against applicants for employment because of a past history of drug abuse. Therefore, individuals who have failed a pre-employment drug test may re-apply for employment with the Area Housing Authority for any subsequent public recruitment for which they are qualified, after a period of no less than six (6) months. If they achieve the status of a successful candidate for a subsequent recruitment, they must present themselves as drug-free at that time.

Applicants for employment who are Public Housing residents or Section 8 participants should be advised that in the course of a pre-employment physical, a positive test result indicating marijuana or illegal drug use, in addition to denial of employment, may also cause eviction and/or termination from public housing programs.

Area Housing Authority Job Description MAINTENANCE WORKER I / II

JOB TITLE:	MAINTENANCE WORKER I/II Non-Exempt Positions
SALARY GRADES:	F1 AND F2
SALARY RANGES:	Level I - \$21.37 TO \$26.29 per hour Level II - \$22.48 TO \$27.68 per hour
DEPARTMENT:	Housing Assets/ Maintenance
REPORTS TO:	Housing Assets Manager
DATE WRITTEN: July 2006	DATE OF LAST UPDATE: January 31, 2018

BRIEF SUMMARY OF THE POSITION

- Perform a variety of routine and skilled maintenance and preventive maintenance tasks, including, **but not exclusively**, plumbing, electrical, carpentry, HVAC, janitorial duties, to properly maintain AHA properties, located throughout the County of Ventura.
- Coordinate maintenance tasks with apartment complex Site Managers.

ESSENTIAL FUNCTIONS OF THE POSITION

- Troubleshoot and perform routine maintenance, repairs and janitorial services.
- Prepare activity reports using accepted AHA formats and narratives.
- Maintain professional demeanor when interfacing with clients, vendors, contractors, and landlords.
- Communicate with other staff members and the Housing Assets Manager on status of repairs.
- Prioritize daily maintenance tasks and use time efficiently.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed below. Typically, this would be gained through:

- High school degree **and**
- Strong and stable work history of a minimum of **three or more years** in in tasks directly related to building maintenance work, with the associated knowledge and skills to successfully perform the representative tasks of the position; or any other equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Certificates: Records of certification in any of the skilled crafts associated with this position are preferred but not required.

PREFERRED Education and Experience

- Bi-Lingual in Spanish and English
- Experienced in working with outside vendors and contractors to accomplish a job.
- Experience with public sector apartment complex maintenance / management.
- Bachelor degree.

Area Housing Authority Job Description MAINTENANCE WORKER I / II

ESSENTIAL FUNCTIONS REPRESENTATIVE TASKS

The following represent the tasks performed by this position.

This is not an all-inclusive list and other assignments may be added as needed.

- Service and repair agency supplied appliances, heating/air conditioning equipment, window screens, doors and floor tiles.
- Troubleshoot and perform skilled repairs on electrical systems, wiring, and switches.
- Troubleshoot and perform skilled plumbing tasks such as stopping leaks, opening drains, and repairing toilets and faucets.
- Prepare and paint building structures and equipment.
- Maintain various records associated with the maintenance department's documentation procedures, including, but not exclusively, updating the SDS logs in the maintenance shops.
- Work with Site Managers to inspect, document and photograph dwelling units at move out, in a timely manner, to assess the unit for damages, determination of repairs and final move-out charges.
- When directed, schedule contractors and follow up on repairs performed by outside contractors for maintenance tasks that fall beyond the scope of expected responsibilities.
- All contracted work requires the pre-approval of the Housing Assets Manager.
- Read, interpret and apply schematic drawing information to make repairs.
- Read basic blue prints and diagrams to troubleshoot and isolate maintenance problems.
- Determine tenant charges related to damages beyond normal wear and tear and detail such findings for the Site Managers and/or the Housing Assets Manager for adequate billing.
- Be responsible for properties' common areas to ensure compliance with REAC and UPCS standards.
- Conduct move-in inspection with Site Managers upon unit completion.
- Maintain accurate records of work orders in in the Yardi system, which includes; opening, tracking and closing out work orders.
- Report all observed violations of the Residential Lease Agreement to the Site Manager; especially maintenance items affecting the health and safety of others.
- Document recommendations for capital improvements to ensure the long-term sustainability of the AHA's housing developments.

MARGINAL FUNCTIONS REPRESENTATIVE TASKS

- Perform such other tasks, although not listed here, that are necessary to the successful performance of the job.
- May be assigned additional professional duties and responsibilities.

REQUIRED QUALIFICATIONS

Knowledge of:

- Possess the necessary knowledge, hands-on skills and directly related work experiences to maintain the dwelling units associated with the AHA of the County of Ventura.
- Excellent written and oral communication skills with willingness to work with the resident clientele.

Area Housing Authority Job Description MAINTENANCE WORKER I / II

Knowledge of:

- Of the use and care of the tools and equipment used on the job which includes, but is not limited to, wrenches, plumbing snakes, Wet/Dry Vacuums, ladders, hammers, screwdrivers, grinders, refrigerators, water heaters, stoves, etc.
- Team-oriented mindset and willingness to accept job assignments that can vary from the highly skilled to the most mundane.

AND THE

Ability to:

- Service and perform repairs on agency supplied appliances, HVAC equipment, window screens, doors and floor tiles; troubleshoot and perform skilled repairs to electrical systems, wiring, receptacles, switches, breakers and lighting fixtures; troubleshoot and perform skilled plumbing tasks such as opening/snaking drains, re-setting toilet and faucet repairs, and stopping leaks, pipe replacement; prepare and paint building structures and equipment.
- Read, interpret, and apply schematic drawing information to make repairs.
- Maintain various records associated with the maintenance department's documentation procedures which include writing and excellent written documentation skills.
- Read basic blue prints to troubleshoot and isolate maintenance problems.
- Assess situations and complete repairs with minimal direct supervision.
- Order responsibly, receive, organize and maintain accurate inventory of supplies and tools required to perform the tasks associated with the assigned properties.
- Utilize a computer, smart phone or other electronic equipment and devices to create and update maintenance records. Stand for up to two to four hours at one time and up to six to eight hours a day.
- Lift many assorted items from 0.5 lbs-100 lbs.
- Lift and lower a 44 lb. ladder from its overhead hanging position in one of the maintenance sheds. This will need to be unassisted if the maintenance worker is on call and this ladder needs to be used.
- Carry objects weighing up to 44 lbs. up to 50 feet.
- Climb a ladder and stairs.
- Pull objects that the trash company will not accept out of a dumpster with a 48 inch high wall. (i.e. a twin size mattress, furniture, or other items). This is included in the need for the employee to be responsible for properties common areas to ensure compliance with REAC and UPCS standards.
- Bend at the waist; lie on their back, and grip, grasp, and pinch tools and equipment.
- Walk distances of 0.25-0.5 miles and walk over uneven terrain.

Area Housing Authority Job Description MAINTENANCE WORKER I / II

Ability to:

- Climb up and down stairs multiple times a day; the employee must be able to pull a water heater at 136 lbs. up and down a flight of stairs unassisted and a 156 lb. refrigerator up and down the stairs with the assistance of one other person.
- Squat, kneel, and get into and out of a kneeling or knee stand position without using an object for help.
- Raise arms overhead, and hold arms overhead for up to 40 seconds while installing blinds or replacing a light bulb.

OTHER REQUIREMENTS FOR THE POSITION

- Must have access to an automobile or other means of transportation, when and if required to travel on AHA business.
- Must possess a valid Class C California driver's license, including a driving record acceptable to the AHA's insurance Company. Must be able to drive personal or agency vehicles.
- Must have current automobile insurance in accordance with California law.
- Must be bondable.
- If driving an AHA vehicle, must be responsible for ensuring that the general maintenance of the vehicle is performed in a timely manner.
- Must be able to respond to emergency situations during off duty hours, as requested. Also required to be on-call on a rotating basis.

PHYSICAL WORK ENVIRONMENT

- The indoor working environment is a modern building and well-maintained property, which is well lit, heated/air conditioned. Offices contain "open space" landscaped offices (cubicle workstations) or individual offices. Apartment units vary in size and number of rooms.
- The driving environment is contingent on the weather, traffic, road conditions, etc.
- Frequent exposure to outdoor weather conditions.
- There is occasional risk of electrical shock, and exposure to toxic or caustic chemicals or fumes and airborne particles.
- There is occasional risk of working near moving traffic and mechanical parts.

Equipment Demands	
Occasionally (0-33%)	Frequently (34-66%)
Computer and keyboarding activities	Constantly (67-100%)
Driving on AHA business	Constantly
Fax machine activities	Occasionally
Photocopier activities	Occasionally
Telephone activities	Constantly

Area Housing Authority Job Description MAINTENANCE WORKER I / II

Body Motion	
Occasionally (0-33%)	Frequently (34-66%)
Occasionally (0-33%)	Constantly (67-100%)
• Balancing while on or carrying objects	Occasionally
• Bending forward	Occasionally
• Carrying object more than 10 pounds	Occasionally
• Carrying objects less than 10 pounds	Occasionally
• Climbing ladders – <i>up to 60 feet high</i>	Occasionally
• Climbing stairs	Occasionally
• Crawling on hands and knees	Occasionally
• Crouching required for more than 5 minutes at any one time	Occasionally
• Driving for more than one hour	Occasionally
• Fingering objects	Frequently
• Gripping objects	Constantly
• Handling of objects	Constantly
• Kneeling	<i>Frequently</i>
• Lie Down	<i>Occasionally</i>
• Lifting (10-25 pounds) from one level to another	Frequently
• Lifting (26-50 pounds) from one level to another	Occasionally
• Lifting (51-75 pounds) from one level to another	Occasionally
• Lifting (76-100 pounds) from one level to another	Rarely
• Lifting (Greater than 100 pounds) from one level to another	Rarely
• Lifting (Less than 10 pounds) from one level to another	Frequently
• Lifting One-Handed	Occasionally
• Pinching of objects	Occasionally
• Pulling objects	Occasionally
• Pushing objects	Frequently
• Reaching Above Shoulder	Frequently
• Reaching Below Knee	Occasionally
• Reaching Knee to Shoulder	Frequently
• Sitting	Occasionally
• Standing	Constantly
• Stooping	Occasionally
• Twisting and bending	Occasionally
• Walking	Constantly

- Lifting greater than 100 pounds on an occasional basis places this position is in the **Very Heavy** physical demand classification level.

NOTE: All of the tasks and requirements for this position, and the associated job functions, may NOT be included in this job description document, but may be assigned, as needed. Management reserves the right to modify this job description to meet the needs of the AHA.

Area Housing Authority Job Description MAINTENANCE WORKER I / II

Hearing, Sight and Speech Activity Demands		
Occasionally (0-33%)	Frequently (34-66%)	Constantly (67-100%)
• Hearing and understanding the speech of another person		Frequently
• Hearing what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times as well as the ability to listen to and understand information and ideas presented		Frequently
• Seeing and distinguishing color differences		Occasionally
• Seeing details at both close (< 3 ft) and long range (>20 ft).		Constantly
• Seeing different depths		Occasionally
• Seeing entire field of vision/periphery		Constantly
• Speaking to others to convey information effectively		Constantly
Mental Demands		
Occasionally (0-33%)	Frequently (34-66%)	Constantly (67-100%)
Clearly communicate with the public.		Constantly
Combine pieces of information to form general conclusions as well as the ability to apply general rules to specific problems to produce answers that make sense. (Inductive and Deductive Reasoning skills)		Occasionally
Comprehend technical or professional material		Frequently
Count and use basic math skills (addition, subtraction, division, multiplication)		Occasionally
Create and read written communication.		Constantly
Handle multiple assignments, conflicting demands or priorities.		Constantly
Interpret technical or professional materials, financial or legal reports.		Occasionally
Logically define problems, collect information, establish facts, draw valid conclusions, interpret information, and/or deal with abstract variables.		Occasionally
Maintain attention to detail over extended period, continually aware of variations in changing situations.		Constantly
Organize schedule of others.		Occasionally
Pay attention to detail and be thorough in completing work tasks.		Constantly
Plan, organize and prepare materials for presentations.		Occasionally
Problem solve by analyzing information and evaluating results to choose the best solution and solve problems.		Occasionally
Provide recommendations and guidance based on legal, financial, scientific, technical or other professional areas.		Rarely
Use critical thinking by using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.		Occasionally
Utilize good judgment when making decisions, as seen in considering the relative costs and benefits of potential actions to choose the most appropriate one.		Frequently
Work with frustrating situations when job objectives are hindered by events beyond the employee's control.		Frequently