



**Position:** Maintenance Department Repairer

**Salary:** \$2,949 - \$3,862 per month

**Benefits:** Medical, dental and vision insurance as well as PERS benefits.

**Opening Date:** May 16, 2017

**Closing Date:** June 06, 2017

**Job Objectives:**

This position is a full-time position (40 hours a week). The Housing Authority of Jackson County is seeking an individual that is highly-skilled in the repair and maintenance of equipment and buildings. This position calls for someone to perform manual labor, one who is organized, flexible, detail oriented and able to multi-task in a fast-paced environment. Work involves responding to highly varied work orders with other maintenance staff, including, but not limited to, minor electrical and plumbing problems, HVAC repairs, painting, masonry and carpentry.

**Supervision Received:**

Under the general supervision of the Executive Director and the direct supervision of the Director of Maintenance.

**Typical Job Duties:**

Performs a wide range of tasks related to the maintenance and repair of a variety of buildings, grounds and systems. Interprets and applies Housing Authority policies and procedures, reads and interprets sketches and plans, maintains accurate and complete records, operates and maintains a variety of hand tools, power tools and equipment, estimates necessary materials, supplies and associated costs to assigned projects, performs mathematical calculations, identifies and corrects plumbing, carpentry, electrical and maintenance problems, works affectively and productively in a constantly changing environment and independently in the absence of supervision. Also communicates clearly and effectively, both orally and in writing and establishes and maintains effective working relationships with those contacted in the course of work.

**Job Requirements:**

- Knowledge of materials, methods, techniques, tools and equipment used in construction, maintenance and repair of dwelling units.
- Basic knowledge of proper use and care of tools and equipment.
- Considerable knowledge of HVAC repairs work, electrical, plumbing, painting and carpentry.
- Knowledge of hazards that may be encountered in tasks as well as safety precautions that should be taken with given tasks.
- Physical strength and agility to manipulate in excess of 100 pounds and perform outdoor tasks with varying weather conditions.
- A basic understanding of Work Orders and other record keeping “devices”.
- The ability to communicate effectively – both orally and in writing.
- Basic math skills.
- Upholds the mission and the values of HAJC and has strong customer service orientation.

- Performs related projects and duties as assigned.
- Demonstrates regular, reliable and punctual attendance.
- Three years of verifiable building maintenance and/or construction experience.
- High school Diploma or equivalent GED.
- Valid Oregon Drivers License with ability to meet acceptable driving record criteria.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

**Environment:** Duties will include inside and outdoor work activities during all months of the year. A majority of job duties take place in housing units located in Jackson and Josephine County, which consists of vacant units with exposure to possible debris, damage and other uncontrolled factors.

**Physical:** Incumbents require sufficient mobility to operate maintenance/construction equipment; sit and drive a vehicle for up to sixty minutes at a time; be able to climb stairs, kneel, twist (up to 90 degrees), and stand for up to 60 minutes without the ability to sit . May be required to lift and/or carry, push or pull up to 100 pounds while performing tasks.

**Vision:** Vision sufficient to read small print, computer screens and other printed documents.

**To Apply:** Applications can be obtained from the Housing Authority office or online at [www.hajc.net](http://www.hajc.net). An application consists of a resume, a cover letter, and two references. Applications should be delivered or mailed to:

The Housing Authority of Jackson County  
 2251 Table Rock Road  
 Medford, Oregon 97501

**No phone calls accepted. Applications accepted no later than 4:00PM on June 06, 2017.**

The Housing Authority of Jackson County complies with the Americans with Disabilities Act. If you consider yourself disabled and desire assistance in the application process, please contact the Human Resource Department by telephone: 541-779-5785 x1014 or email: [humanresources@hajc.net](mailto:humanresources@hajc.net).

**Veteran’s Preference:**

If you are a Veteran and want to apply for Veteran’s Preference, please submit a copy of your DD214/215, certificate of honorable discharge, and if disabled, a public employment preference letter from the U.S. Department of Veterans Affairs. These documents must be attached to your application at the time of submittal, to receive preference. No late submissions will be accepted.

**Equal Opportunity Employment:**

HAJC is an Equal Employment Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national origin or ancestry, religion, sex, marital status, sexual orientation, age, physical or mental disability, political affiliation, gender identity, source of income, familial status, or any other non-merit factor. We are committed to extending fair and equal employment opportunities to everyone without regard to race, color, religion, sex, age, disability not related to job performance, pregnancy, childbirth, marital status, family relationship (except where good business practice dictates), disabled veteran status, national origin or ancestry, sexual orientation , gender identity, or any other protected class status. This policy applies to all conditions and benefits of employment including opportunities for education, training, promotion, or transfer.

Note: This announcement is intended as a general description recruitment guide and it is subject to change. This announcement does not constitute an expressed or implied contract.