



177 Day Island Rd., Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411
300 West Fairview Dr., Springfield, OR 97477 • PH 541-682-4090 • FAX 541-682-3875

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Homes for Good

**Announces Recruitment for a knowledgeable and dependable
Site Maintenance Specialist to join the Property Management team.**

SITE MAINTENANCE SPECIALIST

Posting: 05.14.18

Salary Range \$2,407.47 – \$3,072.61/month

Minus Monthly rent of \$600 per month for 1-3 bedroom unit

Homes for Good is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

GENERAL DESCRIPTION: Homes for Good Housing Agency is seeking a qualified and experienced candidate for the position of a Site Maintenance Specialist. Homes for Good is located in Eugene Oregon and services all of Lane County (4,600 sq. miles). Eugene residents enjoy a unique array of cultural and recreational activities, and the benefits of a healthy urban and rural environment, with easy access to the Oregon coast and mountains. Homes for Good has 90 employees and an operating budget of about \$27 million. Homes for Good is the general partner of 11 tax credit properties (408 units). Homes for Good is also a high performing public housing authority and owns 708 public housing, 157 assisted housing, 124 rural development, 106 bond financed and 44 locally funded units. Homes for Good also administers 2,790 Section 8 Housing Choice Vouchers, 160 VASH vouchers and 80 Shelter Plus Care vouchers.

Homes for Good has been and will continue to implement a workplace culture change that includes increased emphasis on customer service, quality control and compliance, increased accountability for managers and line staff, enhanced communication including an upgrade of the Homes for Good internet and intranet sites and increased and enhanced communication with the Homes for Good Board. This recruitment, as stated above, is for a Site Maintenance Specialist position that will be working in subsidized housing units renting to low-income residents. A requirement of the position is to live in a unit located in the complex that you are assigned to. Homes for Good maintains housing in Eugene, Springfield, Creswell, Cottage Grove, Junction City, Veneta, and Florence. This specific position is for our McKenzie Village complex, located in Springfield, OR. If a unit is not available at the time of appointment, the new employee must agree to move into the complex within 30 days of unit availability. This position is under the supervision of a Property Manager.



DUTIES: Site Maintenance Specialist is responsible for, but not limited to, the following;

- Performing a variety of basic grounds maintenance duties that may include; edging, weeding and mowing, pick-up and remove debris, sweeping the sidewalks, basic trimming of trees and shrubs at complex and at both administration buildings.
- Performing routine maintenance work in vacant and occupied units
- Performing routine exterior and custodial work, as necessary
- Conducting site and unit inspections in coordination with Property Manager or delegate
- Assisting residents in emergency situations; lock-outs and other issues as needed
- Maintaining accurate records, logs, and files of activities
- Daily use of the Agency's work order system, cell phone, computer and other office equipment
- Completing a variety of day-to-day tasks as required to assist the Property Manager in the management and upkeep of complexes and units
- Assisting Property Managers in the lease-up and administration of housing units
- Monitoring units to ensure appropriate occupancy and use
- Reporting unauthorized persons to the appropriate Property Manager or law enforcement agency, as directed
- Assisting Property Manager to perform lease enforcement, including providing documentation of potential issues, concerns or lease violations
- Assisting the Property Manager in the purchase of materials for complex needs
- Notifying Property Manager, or delegate, of maintenance work that is outside the scope of the Site Maintenance duties
- Coordinating the preparation and distribution of flyers, notices, and newsletters.
- Coordinating and assisting with organized resident activities
- Providing excellent customer service to residents, guests, contractors, employees, and others at all times
- Serving as a liaison between residents and Agency staff

ABILITY TO:

- Work well and multi-task in a fast paced professional team environment
- Interact professionally with the public, clients, staff, contractors, and others
- Effectively use information technology resources including; personal computer, cellular devices and software applications
- Learn and proficiently use the Agency's work order and inventory management systems
- Work independently, and effectively cooperate and coordinate with team members and others
- Communicate effectively with others both verbally and in writing
- Learn and, interpret Agency programs, policies and procedures
- Effectively and appropriately answer applicant and resident questions
- Prepare accurate, concise written reports, and other documents
- Perform routine maintenance repairs and inspections
- Perform routine custodial and grounds work
- Perform a variety of physical tasks requiring frequent bending, squatting, climbing, crawling, and reaching above shoulder level



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- Use Safe Lifting and Carrying Techniques
- Maintain regular and consistent attendance and perform work without direct supervision
- Recognize the value of individual and cultural difference and create a work environment where individual's differences are valued
- Demonstrate trustworthiness and good judgment, must be honest and respectful beyond reproach
- Be diplomatic and handle tense tenant situations discreetly and calmly
- **IDEAL QUALIFICATIONS:**
- General principles of quality building and maintenance repair work, including inspection protocols
- Knowledge of the general principles of low-income or private sector property management
- Customer service excellence, public relations, mediation and negotiation
- Beginning to intermediate knowledge of Microsoft Word, Excel or other software programs
- Knowledge in the use of cell phones; texting, emailing, calling, internet search and other electronic device functions
- Experience with public or assisted housing programs
- Bilingual in Spanish and English

EDUCATION: Equivalent to completion of the 12th grade.

EXPERIENCE: One year of experience in the property management and/or maintenance field.

SUBSTITUTION: Any equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

SUPPLEMENTAL TESTING: All successful applicants will be required to demonstrate maintenance related skills through testing.

LICENSE OR CERTIFICATE: Possession of or the ability to obtain an appropriate valid State of Oregon vehicle driver's license and be insurable at standard rates.

The successful applicant must pass a physical examination, background and DMV records check, at Homes for Good expense, before starting work.

COMPENSATION: Homes for Good has a generous benefits package which includes a starting time management of 17.33 hours per month used for vacation and/or sick leave, Agency paid health, dental, vision insurance for employee and eligible family members, life insurance and after 6 months of employment the Agency will contributed 12% of your monthly income into a retirement account.



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ADDITIONAL INFORMATION: For additional information about the duties, essential functions, qualifications and working conditions, please see the job description and physical requirements located on our website at <https://homesforgood.bamboohr.com/jobs/view.php?id=45>

HOW TO APPLY:

Application may be obtained and submitted online @ <https://Homes for Good.bamboohr.com/jobs/view.php?id=45>

Your application will be screened for the job requirements, and the best-qualified individuals will be tested and/or invited to an interview. All applications, completely filled in, must be received no later than 5:00 PM on the closing date indicated on this posting.

Note: This is an equal opportunity employer and complies with State and Federal laws and regulations relating to the 1973 Rehabilitation Act, Section 504, and the 1990 Americans with Disabilities Act (ADA) and the 2009 Americans with Disabilities Act Amendment (ADDA). Homes for Good does not discriminate on the basis of disability status in the admission or access to its federally assisted programs or activities. Entrance Requirements: Homes for Good shall establish or revise the entrance requirements of this position in order to provide a reasonable accommodation for disability if doing so does not impose an undue hardship on the operation of the program. Reasonable accommodation may include, depending on the nature of the job duties, waiving the requirements for a physical examination and/or the requirement to possess or obtain a driver's license. It shall be the policy of Homes for Good to assist and encourage the employment of persons with disabilities who are able and qualified to perform the work in the position in which the applicant has applied for.

POSTING DATE: Monday, May 14, 2018

CLOSING DATE: Until Filled. The first round of interviews will be scheduled for the last week in May.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This position specification is not an employment agreement or contract. Management has the exclusive right to alter this position specification at any time, without notice.