



100 West 13th Avenue, Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411

Homes. People. Partnerships. Good.

www.homesforgood.org



Homes for Good announces recruitment for a knowledgeable and dependable Maintenance Worker

MAINTENANCE WORKER

Posting # 07.29.2020

SALARY: \$2,880.17 - \$3,675.90/ MNTH

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 Maintenance Worker to join our Supportive Housing Division team!

Homes for Good is a high performing housing authority located in Eugene Oregon, servicing all of Lane County (4,600 sq. miles). The Agency's primary work is to help low-income residents with the logistics of affordable housing.

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. Homes for good is passionate about providing employees opportunities to maximize career growth while experiencing the personal satisfaction of working for a non-profit agency.

At Homes for Good, employees are supported and empowered by a collaborative culture that shapes how we work together with the common goal of providing essential housing services throughout Lane County.

DUTIES: *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

As a key role in the Supportive Housing Division, this position is responsible performing routine maintenance work in Homes for Good properties.

- Perform routine maintenance work in vacant and occupied units.
- Perform routine exterior and custodial work, as necessary.
- Perform minor skilled plumbing repairs including; replacement of washers, unplugging toilets, sinks, snaking drain lines, repair of leaking sink drains and supplies, repairs to existing irrigation and or leaking water lines.
- Perform minor 110v electrical, which may include; lights, plugs, switches and heaters.
- Perform painting and soft tile laying.
- Check and lubricate vent fans, motors, cleans furnace filters and registers.
- Complete minor carpentry repairs to include; replacement of fence boards and posts, locksets, miscellaneous hardware, and repairs to siding and window screens.
- Landscaping, including; mowing, edging, pruning, weeding, raking of leaves and removal of debris, application of appropriate chemicals for fertilization, weed and insect control.



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- Perform general laborer and custodial duties to include; the cleaning of buildings and grounds; removal of weeds, leaves, cleaning of gutters and drains; washing windows, digging trenches.
- Maintain accurate records, logs, and files of activities.
- Daily use of the Agency's electronic work order system.

IDEAL QUALIFICATIONS:

Knowledge and experience in the following areas would support applicant in being successful in this position:

- General principles of quality building and maintenance repair work.
- Grounds/landscaping/tree trimming work.
- General principles of low-income or private sector property management.
- Customer service excellence, public relations, mediation and negotiation.
- Microsoft Word, Excel or other software programs, at a beginning to intermediate level.
- Knowledge in the use of smart phones, tablets, texting, calling, internet search and other electronic device functions.
- Public or assisted housing programs.

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, articles and other documents.
- Perform routine custodial and grounds work using hand held tools and equipment.
- Learn the proper use and care of tools and equipment
- Perform arithmetic.
- Perform a variety of physical tasks requiring frequent bending, squatting, climbing, crawling, and reaching above shoulder level.
- 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.

EDUCATION: Equivalent to the completion of the 12th grade. Additional specialized training in maintenance and home repair preferred but not required.

EXPERIENCE: Two years of experience in varied maintenance experience and/or specialized training in building maintenance trades.



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SUBSTITUTION: Any combination of experience and education on a year for year basis up to a maximum of four years of responsible community or social service experience may be substituted for the education required provided that the knowledge, skills and abilities to perform the work, has been demonstrated and ascertained.

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

COMPENSATION: The pay range for this position \$2,880.17 - \$3,675.90/month with a generous benefits package which includes; time management starting at 17.33 hrs. per month, Agency paid health, dental and vision insurance after 1 month of employment, along with life insurance and a 12% contribution of your monthly salary into a retirement account after 6 months of employment.

The successful candidate must pass a physical examination and background investigation, at Homes for Good's expense, before beginning work.

APPLICATION PROCEDURE:

[Click here](#) to complete an online application.

Applications will be reviewed for relevant experience, education, and training. Applications must be detailed and complete for proper evaluation. The best-qualified applicants may be required to complete further testing, which may consist of any combination of written, oral, performance examinations and/or a pre-employment personality assessment. Responses to supplemental questions are required if applicable. Applicants will be required to demonstrate maintenance related skills through testing as part of the selection process.

This position is covered by Union Representation, AFSCME Local 3267.

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 (ADAA). 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 a disability if doing so does not impose an undue hardship on the operation of the program. A 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 is Homes for Good's policy and practice to assist and encourage the employment of persons with disabilities who are able and qualified to perform the work for which they have made application. If you need a reasonable accommodation, please contact Human Resources at (541) 682-3404 or at hr@homesforgood.org.

POSTING DATE: Wednesday July 29, 2020

CLOSING DATE: Monday August 12, 2020 at 5:00 pm

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.



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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.