



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



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**Homes for Good Housing Agency  
announces recruitment for a knowledgeable and dependable  
Maintenance Mechanic to join our team!**

**Maintenance Mechanic  
Posting # 10.08.2020  
Salary - \$3,278.94 - \$4,184.85 per month**

**GENERAL DESCRIPTION:** Homes for Good Housing Agency is a high performing public 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.

Homes for Good is an equal opportunity employer, committed to Diversity, Equity & Inclusion throughout our organization and within our hiring and promotional practices. We endeavor to hire a workforce that is representative of the communities we serve, with an understanding that a diverse and inclusive staff will strengthen our Agency. All applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity or national origin.

**OUR SUPPORTIVE HOUSING TEAM**

Our Supportive Housing Division provides housing and supportive services directly to the people who need it most and our cross-functional team is dedicated to providing exceptional customer service while supporting our residents in achieving stability and success. The Supportive Housing Division consists of the Property Management, Resident Services and Maintenance departments. Our combined programs help over 900 households increase stability, access to opportunity, and success in housing.

**WHAT YOU WILL DO FOR OUR TEAM**

Under the supervision of the assigned Property Manager, this position is responsible for the repair and rehabilitation of Agency owned housing. As a key role in our Supportive Housing Division, this position requires the ability to speak, read and write in English and to perform varied types of maintenance mechanic work. Typical duties include but are not limited to the following:

**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.*

- Skilled in carpentry; painting, tile laying, masonry work, hanging doors; repairing and replacing cabinets, hardware, woodwork, siding; general structural and dry rot repairs; building wheelchair ramps; building and repairing window screens; repairing leaks in roofs.
- Minor electrical which may include; installing outlets/switches, repairing shorts in wiring and appliances, repairing or replacing heaters, thermostats, range elements, exhaust fans and motors.
- Plumbing services and maintenance which may include; repairing water leaks installing and unplugging toilets, snaking drains, repairing and replacing sinks, and faucets
- Appliance service and repair.
- Maintenance on forced air systems, DHP, pump systems, and/or boiler systems.
- Administrative tasks pertaining to record-keeping, completing and submitting forms, purchase orders, and other documentation as necessary.
- Significant direct contact with residents and others.
- Periodical on call duties (after hours, weekends and holidays).

### **WHAT WE ARE LOOKING FOR**

Studies have shown that women and people of color are less likely to apply for jobs if they don't meet every one of the qualifications listed. We are interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply.

Please use your cover letter to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us at [hr@homesforgood.org](mailto:hr@homesforgood.org).

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

- Prior experience in the property management maintenance field.
- Experience with state and local codes and ordinance performing mechanical work.
- Beginning to intermediate knowledge of Microsoft Word, Excel or other software programs.
- Knowledge in the use of computer, smartphones (texting, calling, internet search and other functions) and other office technology.
- Read and interpret sketches and plans.
- Experience with public or assisted housing programs.
- Knowledge of Housing Quality Standards (HQS) as it pertains to unit inspections.
- Strong finish carpentry skills.
- Bilingual (oral and written) Spanish preferred.

### **ABILITY TO:**

- Interpret and apply Agency policies and procedures.
- Perform the full range of work involved in the maintenance and repair of a wide variety of buildings and grounds.
- Operate and maintain a variety of hand tools, power tools and equipment.
- Identify and correct plumbing, carpentry, electrical, and maintenance problems.
- Performs a variety of physical tasks requiring frequent and repetitive bending, squatting, climbing, crawling, and reaching above shoulder level.
- Lift 70-100 pounds without assistance to a height of four feet, occasionally.
- Lift 51-69 pounds without assistance to a height of four feet, frequently.
- Lift 20-50 pounds without assistance to a height of four feet, repetitively.
- Perform mathematical calculations quickly and accurately.
- Quickly learn computer software programs and use smart phone.

- Work well in a fast-paced professional team environment.
- Estimate necessary materials, supplies and associated costs.
- Maintain accurate and complete records.
- Work effectively and productively in a constantly changing work environment.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work effectively in all types of weather/climate conditions.
- Work effectively and safely on roofs, attics, crawl spaces
- Work independently, and effectively cooperate and coordinate with team members and other agency staff.
- Communicate clearly and concisely, both orally and in writing.
- 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.

**EDUCATION:** Equivalent to the completion of the 12<sup>th</sup> grade.

**EXPERIENCE:** At least three (3) years of increasingly responsible, varied and skilled residential maintenance work.

**SUBSTITUTION:** Any equivalent combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

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

**OTHER:**

This position is subject to a pre-employment background investigation, motor vehicle records check and physical examination of Homes for Good's expense.

**COMPENSATION:** The pay range for this position \$3,278.94 - \$4,184.85/month with a generous benefits package which includes; paid time off (PTO) starting at 17.33 hrs. per month, paid health, dental and vision insurance for you and your family after one month of employment, along with life insurance and a 12% contribution of your monthly salary into a retirement account after 6 months of employment.

**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.

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 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 for which they have made application.

**POSTING DATE: Thursday October 8, 2020 Wednesday**

**CLOSING DATE: Thursday October 22, 2020 at 5:00pm**

#### 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.