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Homes. People. Partnerships. Good. www.homesforgood.org

Homes for Good cares deeply about the health and safety of our residents, employees and job applicants. As a precautionary measure in response to the current COVID-19 outbreak, Homes for Good will use electronic communication tools such as teleconferencing or video conferencing during our hiring process in lieu of traditional in-person interviews to maximize social distancing.

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

**Site Maintenance Specialist
Posting # 01.12.2021
Salary - \$2,604.98 - \$3,324.69 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 a wide variety of duties associated with the maintenance of Agency owned property. 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.*

- Provide a variety of day-to-day tasks as required to assist Property Managers in the management of complexes and units.
- Assist in the distribution of Agency notices and newsletters.
- Assists residents in emergency situation; lock-outs and other problems as needed.
- Serve as a liaison between residents and Agency staff.
- Maintain accurate records, logs and files of activities.
- Perform routine custodial and grounds maintenance work as necessary including, but not limited to sweeping, vacuuming, mopping, and general cleaning of floors in common areas.
- Empty common room area trash receptacles.
- Keep sidewalks, parking areas and common areas swept, neat and clean of all litter and debris.
- Landscaping including edging, weeding and mowing, raking and bagging leaves from all ground areas.
- Keep sidewalks clear of snow.
- Perform minor routine repairs for vacant or occupied units including unplugging sinks and toilets, repair and replace towel bars, toilet seats and other bathroom hardware.
- Maintain and replace smoke detectors.
- Repair and replace curtain rods, blinds and other apartment fixtures.
- Perform other duties as assigned.

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.

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

- Knowledge of the care and use of yard maintenance and landscaping equipment. Applicants with landscaping experience are preferred).
- Experience using janitorial equipment such as, but not limited to, carpet cleaners and floor strippers, professional cleaning materials and chemical including but not limited to; floor stripper and wax
- Knowledge in principles and practices of building and grounds maintenance
- Bilingual (oral and written) Spanish preferred.

ABILITY TO:

- Use and care for a variety of building and yard maintenance equipment, supplies and materials.
- Demonstrate trustworthiness and good judgment, must be honest and respectful.
- Operate maintenance vehicles and transport materials to dump and/or storage site.
- 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, tablet, cellular devices and software applications.
- 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.
- Prepare accurate, concise documentation.
- Perform a variety of physical tasks requiring frequent bending, squatting, climbing, crawling, and reaching above shoulder level.

- Perform work safely and in compliance with OSHA requirements, as well as using 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.
- Pass a physical examination, background and DMV records check, at Homes for Good expense, before starting work.

EDUCATION: Equivalent to completion of the 12th grade.

EXPERIENCE: Preferably 3 or more years in residential or commercial landscaping and basic 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.

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

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 \$2,604.98 - \$3,324.69 per 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: Tuesday January 12, 2021
CLOSING DATE: Monday January 25, 2021 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.