

FACILITIES AND MAINTENANCE TECHNICIAN I**Salary Range 16: \$39.35-\$47.82/hour****FACILITIES AND MAINTENANCE TECHNICIAN II*****Salary Range 22: \$45.55-\$55.37/hour**

AHA intends to hire one of the two roles depending on qualifications. This is an at-will, non-exempt position. The Authority operates on a 9/72-hour biweekly schedule and is closed every other Friday. (Position will also be on-call for off days, weekends, and holidays.)

Please see AHA website at <https://www.alamedahsq.org/working-with-aha/careers-at-aha/> for final filing date.

THE ORGANIZATION

The Housing Authority of the City of Alameda (AHA) is proud of its mission and accomplishments. The Housing Authority of the City of Alameda (AHA) advocates for and provides quality, affordable, safe housing; encourages self-sufficiency; and builds community partnerships. Join our team and you will have the opportunity to perform meaningful and impactful work for an agency dedicated to providing affordable housing in one of the most impacted regions of the nation.

THE POSITION

AHA is seeking a Facilities and Maintenance Technician I or II to perform a range maintenance and alterations on Housing Authority buildings and facilities, HVAC, and other electrical and mechanical systems; identifying and evaluating construction-related problems; performing installation and repairs on plumbing systems; conducting property inspections and coordinating with vendors on maintenance replacement and repair projects. Under the general supervision from the Director of Administrative Services or a director level position, this position will work on tasks that include carpentry, plumbing, roofing, painting, heating & air conditioning, mechanical and electrical trades.

This is a full time, non-exempt, at-will position. Work will be performed in the Housing Authority of the City of Alameda office; no telecommuting is available for this position. Weekend and/or evening work on call will be required.

The Facilities and Maintenance Technician I or II will be hired on a 72 hours per pay period schedule (9 8-hour workdays with every other Friday off and will also be on-call for off days, weekends, and holidays.)

***Note: Candidates will also be considered at the Facilities and Maintenance Technician II level, depending on experience and qualification. Only candidates with significant, relevant experience and supervision experience will be considered for the Facilities and Maintenance Technician II level.**

MINIMUM QUALIFICATIONS for Facilities and Maintenance Technician I

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Education: Equivalent to the completion of twelfth (12th) grade, and
- Experience: One (1) year of experience in facilities maintenance or construction work
- Knowledge of practices, methods, equipment, tools and materials used in maintaining, repairing, constructing, and installing buildings and facilities, including carpentry, plumbing, painting, masonry, and mechanical and electrical work.
- Knowledge of applicable Federal, State, and local laws, codes, and regulations.
- Possession of, or ability to obtain, a valid driver's license by time of appointment is required. Must be able to be insured under AHA's owned automobile insurance policy.

MINIMUM QUALIFICATIONS for Facilities and Maintenance Technician II

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Education: Equivalent to the completion of twelfth (12th) grade, and
- Experience: Three (3) years of experience in facilities maintenance or construction work.
- Knowledge of practices, methods, equipment, tools and materials used in maintaining, repairing, constructing, and installing buildings and facilities, including carpentry, plumbing, painting, masonry, and mechanical and electrical work.
- Knowledge of applicable Federal, State, and local laws, codes, and regulations.
- Possession of, or ability to obtain, a valid driver's license by time of appointment is required. Must be able to be insured under AHA's owned automobile insurance policy.

ADDITIONAL INFORMATION

- The Housing Authority provides an outstanding benefits package, including: Membership in CalPERS defined benefit retirement program, plus voluntary 457, and 457 Roth (no employer contribution). *Important:* The Housing Authority does not participate in Social Security.
- A variety of health insurance plans to choose from, with some plans fully paid for (regardless of the number of dependents) by employer contributions.
- 2 weeks of vacation to start; 11 holidays and 3.5 floating holidays per year plus paid sick leave
- A schedule of nine 8-hour workdays each pay period with every other Friday off. Non-exempt employees' pay is reduced when flexing due to the 72-hour pay period (rather than the standard 75-hours). Please note that this position will also be on-call for off days, weekends, and holidays.

DESIRABLE/PREFERRED QUALIFICATIONS

- Language skills in one of AHA's LEP Languages (Spanish, Chinese, Vietnamese) preferred.
- Experience with Yardi (or housing related software) and Laserfiche is a plus; proficiency in common business software such as Microsoft Office Suite is required.
- Knowledge of and experience with affordable housing programs, including Housing Choice Voucher/Section 8.

IMPORTANT APPLICATION INFORMATION

Please see AHA website at <https://www.alamedahsg.org/working-with-aha/careers-at-aha/> for final filing date.

To apply, submit a:

- Housing Authority Employment Application
- Resume (three pages maximum, include months/years of employment), and
- Responses to the supplemental questions (two pages maximum)

Your resume and supplemental questions must be in Word or pdf format and uploaded into the employment application form. You must apply by submitting your application at <https://www.alamedahsg.org/working-with-aha/careers-at-aha/>.

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY VIA THE AHA WEBSITE

If you need a reasonable accommodation under the American with Disabilities Act, please contact the Housing Authority office at hr@alamedahsg.org.

The Housing Authority of the City of Alameda is an Equal Opportunity Employer

Supplemental Questions for the Facilities and Maintenance Technician I Position

The purpose of this questionnaire is for you to identify your qualifications and experience in specific job-related areas. Your responses, along with your other application materials, will be reviewed by the AHA and used to make the initial determination of which applicants are best qualified for the position. Written answers are not to exceed two (2) pages total. Applications received without the supplemental questions will not be considered.

1. Do you have a valid driver's license? Yes/ No

2. Please rate your experience in the following areas:

Please rate yourself with 1 being no experience and 5 being an advanced skill level and provide a brief description of your experience in each category.

Carpentry	Rating:
Experience:	
Plumbing	Rating:
Experience:	
Roofing	Rating:
Experience:	
Equipment and Electrical Repairs	Rating:
Experience:	
HVAC	Rating:
Experience:	
General Maintenance Tasks (Painting, janitorial, installation and moving of office furniture, etc.)	Rating:
Experience:	
Computer programs and technological devices (e.g., Microsoft Office, Maintenance Management Systems, Electronic Work Order Systems).	Rating:
Experience:	

3. Please list any relevant licenses or certifications that are applicable to this position.