



HOUSING AUTHORITY OF THE CITY OF FORT WORTH

Human Resources Department
1201 E. 13TH STREET, FORT WORTH, TEXAS 76102
817-333-3452 Fax 817-348-0496 Job Line 817-810-0189

OPEN RECRUITMENT

Job Opportunity

July 7, 2010

CLASSIFICATION: **MAINTENANCE AIDE B**

REPORTS TO: Working Foreman
HOURS: Full Time
PAY RANGE: \$11.39 - \$13.00 Per Hour
CLOSING DATE: Open Until Filled

Duties and Responsibilities:

Makes minor repairs of dwelling units & grounds of one or more of Authority's housing developments. Routine carpentry, electrical, & plumbing repairs in response to service requests that require minimum skills. Performs a variety of cleaning & painting tasks. Repairs or replaces plumbing fixtures & fittings such as leaky faucets, clogged drains & sewer lines, damaged toilets, sinks, & water cutoffs. Patches/repairs/replaces badly worn or damaged tile floors. Repairs or replaces wiring & parts for electrical outlets, switches, light fixtures, & breaker switches/fuses. Minor carpentry repairs/replacements to damaged walls, ceilings, woodwork, floors, floor coverings, doors, & door locks, windows, screens, cabinets, roofs, gutters, down spouts, fences, cabinets & drawers. Minor repairs & adjustments to various appliances & equipment such as refrigerators, gas & electric stoves, furnaces & water heaters, etc. Minor welding, arc-welding, metal fabrication or soldering on window & door screens, burglar bars, & water pipes. Gas tests & repairs gas leaks. Assists in moving residents & appliances; connects gas stove lines. Re-keys locks. Maintains equipment for grounds care in good working condition. Conducts regular maintenance of assigned fleet vehicle. Assists in the make-ready of vacant housing units by performing a variety of tasks including but not limited to the following: cleaning/repairing/painting cabinets & walls, cleaning bathroom & kitchen fixtures & appliances, cleaning/replacing windows & screens, cleaning/stripping/waxing tile floors, etc. Responds to emergency calls after hours & on weekends on a rotating standby & backup basis. May be required to maintain or assist in maintaining inventory of appliances & supplies & materials used in maintenance operation. Assists with annual, move-out, & move-in inspections. Documents in writing appropriate events & activities. In the performance of this task, employees may discover deceased individuals. Employees may be involved in the cleaning up of biohazards that result from violent death or other human death-related incidents.

Qualifications and Knowledge:

High school graduate or GED. Three (3) years experience in building maintenance or vocational training which involved training &/or experience in areas of carpentry, plumbing, & electrical repairs, or an equivalent combination of education & experience. Good knowledge of techniques, methods, materials, & equipment used in plumbing, carpentry, electrical repairs, & in the repair of household appliances, & air conditioning & heating systems. Must be EPA Certified Type 1 & 2. Skill in the use of various hand & power tools. Ability to accurately & completely document in writing appropriate events & activities. Ability to read & understand moderately complex repair manuals, & instructions/warnings on cleaning agents. Ability to write service requests, maintenance reports, & inspection reports. Ability to establish & maintain effective working relationships with other Authority employees & residents. Ability to communicate in English & Spanish is highly desirable. Bondable. Valid Texas driver's license. Eligible for coverage under Authority fleet auto insurance. . Must be able to pass drug test & background check, & FWHA assessment test. Compensation DOE. EOE/AE/ADA/D/V.

All candidates must provide a completed FWHA employment application. Resumes will not be accepted in lieu of applications. Employment applications may be obtained at the main office located at 1201 E. 13th Street, Fort Worth, TX 76102 between the hours of 8:00 AM - 5:30 PM Monday-Thursday, 8:00 AM – 12:00 PM Friday, or you may print an application from our website at www.ftwha.org. You may also request an application be mailed to you by calling 817-810-0189. List the position title on your application. All candidates considered for employment will be subject to drug testing, background check, and FWHA assessment testing. Application may be mailed to the above address, faxed to the HR Department at 817-348-0496 or emailed to: tammy@ftwha.org. **No applications/resumes accepted after noted closing date on announcement.**