

ANNOUNCEMENT

Facilities Aide

Hiring Salary Range: \$28,545 - \$31,401 - Based on Experience

Nature of Work

This is a skilled position as a Facilities Aide of the Housing Authority of the City of Bradenton (HACB). The work involves the repairs, replacements, renovation and other related duties to maintain the premises of the HACB. The incumbent in this class reports to a Property Manager.

Example of Duties

- Performs all maintenance activities for HACB developments; CHDO and NSP properties
- Receives, processes and closes out all work order requests for all HACB owned units
- Receives P.H. unit turn notices; documents and determines unit turn needs and estimated make ready costs; tracks and reports on unit turn-around time and unit turn around cost
- Provides staff with tenant charges resulting from work orders and unit turns completed
- Repairs and replaces electrical wiring and appliances and plumbing lines and fixtures
- Maintains and repairs HVAC systems
- Hangs, tapes and finishes drywall; performs general carpentry repairs
- Polices outside grounds and ensures debris and trash is removed daily
- Provides staff with photos and addresses of exterior where violations are noted
- Keeps building exteriors clean and free of insects / rodents / wasp nests
- Maintains all tools in clean, working manner
- Performs unit turnaround duties including furniture and debris removal, cleaning, painting, stripping and waxing floors, and repairs
- Performs annual and new move-in inspections for HACB properties and private rentals
- Performs after hours and holiday maintenance calls
- Performs other related work as required

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

Desirable Knowledge, Skills and Abilities

Must have a working knowledge of electricity, gas, carpentry, plumbing, painting and other related skills necessary to maintain Public Housing units. Must be familiar with materials and tools used in the maintenance of buildings. Must have the ability to establish and maintain effective working relations with other employees and establish a harmonious tenant relationship.

Desirable Training and Experience

Must be a high school or vocational school graduate with a minimum of five years' experience in the building, plumbing, electrical and other related trades of building maintenance. An appropriate valid Florida driver's license is required.

Closing Date: October 17, 2017