



HOUSING AUTHORITY OF THE CITY OF SANTA BARBARA MAINTENANCE WORKER I

ABOUT HACSB

Housing Authority of the City of Santa Barbara (HACSB) is an award-winning and mission driven public agency with a reputation as a leader in the housing industry. HACSB has developed and/or secured over 3,600 units of affordable rental housing for Santa Barbara. HACSB does more than handle the day-to-day demands of providing affordable housing solutions, we strive to craft solutions to our community's affordable housing dilemma in a holistic manner and turn our visions into reality.

In addition to creating opportunities for our residents to reach their potential through innovative housing programs and resident and community services, we also create opportunities for our employees for professional growth and to contribute meaningfully to the workplace and the community. We foster a collaborative and respectful work environment where every team member plays a significant role in working together to further our mission of providing safe, decent, and quality affordable housing to persons with limited incomes in our community. Our HACSB team, led by a dynamic management team, is a motivated, fun and hard working group, dedicated to the agency's core values, the "5C's": Competence, Cooperation, Commitment, Communication and Compassion.



MAINTENANCE WORKER I

Great opportunity for a self-motivated individual with a commitment to quality and customer service to join our respected team of professionals. Under supervision, performs a variety of building maintenance work including but not limited to plumbing, electrical, mechanical, appliance and structural repair.

Key responsibilities include but are not limited to:

- Perform a variety of interior and exterior building maintenance work and specialty systems repair or construction including work involving plumbing, electrical, mechanical, structural, heating, carpentry, concrete and major appliance repair; assists in rehabilitation work on vacated units including but not limited to cleaning of fixtures, appliances, walls, windows and floors and the repair and replacement of hardware, paint, cabinets, counter tops and assorted other carpentry duties.
- Properly document work.
- Safely drive a variety of vans and trucks and use building maintenance and construction hand and power tools. Utilize proper safety precautions related to all work performed.
- Perform manual labor tasks as necessary.
- Interact with colleagues, clients, and Agency contacts in a professional, tactful and courteous manner, ensuring excellent customer service is delivered.

The successful candidate will possess the following qualifications and personal attributes:

- Knowledge of plumbing, electrical, and mechanical systems in residential buildings;
- Knowledge of the care and use of building maintenance hand and power tools;
- Cleaning methods and custodial procedures;
- Good verbal communication and customer service skills;
- Ability to utilize smartphone/tablets for processing work orders;
- Ability to frequently lift/carry objects weighing up to 50lbs and occasionally weighing up to 100 lbs;
- Valid California driver's license and DMV driving record in good standing that meets HACSB's insurability requirements is required; and
- Bilingual with Spanish (desirable).

Download complete position description at www.hacsb.org. Full-time position; 9/80 schedule 7:00am-4:30pm Monday-Thursday and alternate Fridays 7:00am-3:30pm as well as being available on weekends, holidays and after hours during the workweek on a voluntary basis (or assigned basis if no volunteers are available) for emergency service duty.

COMPENSATION AND BENEFITS

The 5 step salary range is **\$19.88-\$24.17** per hour.

HACSB offers eligible employees a generous and well-rounded benefit package including:

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| • Cafeteria Benefit Plan | • Vacation |
| • Group Health, Dental and Vision Plan | • Sick Leave and Catastrophic Leave |
| • Life, AD&D and Long-Term Disability | • Alternative Transportation Incentives |
| • 401(a) Employees' Money Purchase Pension Plan | • Employee Assistance Program |
| • 457(b) Deferred Compensation Plan | • Recognition and Incentive Programs |
| • 12 Paid Holidays + 1 Personal Day | • Training and Development |

SELECTION PROCESS

If you possess the desired qualifications and want to work for an organization that improves the quality of life for our community and is passionate about helping others and making a difference, apply at the office or download application and supplemental questionnaire at www.hacsb.org and submit to: Human Resources, Housing Authority of the City of Santa Barbara, 808 Laguna Street, Santa Barbara, CA 93101. For primary consideration, applications and supplemental questionnaires must be received no later than **Monday, May 22, 2017 at 5:30PM**; thereafter position open until filled. Selection process may include an interview and other testing designed to predict successful job performance.

If HACSB determines an applicant is suitable for the position based on a job related evaluation of skills and experience, prior to final selection and subsequent employment, applicant will be subject to a criminal background check, appropriate to the job functions and business necessity. Criminal convictions will not automatically disqualify a candidate for employment. The nature of the crime, time since offense, surrounding circumstances, and relevance of offense to position applied will be considered. Appointments are contingent upon successful completion of a post-offer medical exam.

The Housing Authority is an **Equal Opportunity Employer**. In compliance with the ADA, HACSB provides reasonable accommodation to qualified individuals with disabilities. Applicants with disabilities who require reasonable accommodations may contact Human Resources at (805)965-1071 or (805)965-2521 TDD to make accommodation requests. In accordance with **Section 3** of the Housing & Urban Development Act of 1968, HACSB promotes self-sufficiency amongst low income individuals and provides hiring preferences to Santa Barbara residents that meet Section 3 eligibility.