



## HOUSING AUTHORITY OF THE CITY OF SANTA BARBARA

### EMPLOYMENT OPPORTUNITY

**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 and known for its attractive properties. HACSB has developed and/or secured over 4,300 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 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 creating safe, affordable, and quality housing opportunities for families and individuals while promoting self-sufficiency and neighborhood revitalization. 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 ASSISTANT

*We are seeking a dedicated and self-motivated individual with a strong commitment to quality, customer service, and basic maintenance skills to join our respected team of professionals. In this role, and under direct supervision, Maintenance Assistant performs routine building and facilities maintenance, assists with semi-skilled repairs and general upkeep of facilities, supports team efforts and ensures work is completed to high standards. This is a great opportunity for an individual who takes pride in their work, values teamwork, and is eager to grow their skills in a supportive and professional environment.*

*Key responsibilities include but are not limited to:*

- Performs routine, unskilled building maintenance and repair duties on Authority residences in a variety of trades including but not limited to janitorial, plumbing, electrical, painting, drywall, carpentry, concrete, appliance installation and repair; and light and smoke detector installation.
- Cleans and performs light maintenance and repair on vacated units to prepare unit for tenancy; cleans, repairs, and replaces light fixtures, plumbing fixtures, and flooring; repairs damaged drywall, doors, and cabinetry; paints and restores indoor and outdoor surfaces.
- Maintains, repairs, and replaces inoperable plumbing components such as pipes, valves, clogged drains, sinks, and toilets.
- Identifies invasive pests and performs pest control as applicable.
- Maintains exterior elements of facilities, including but not limited to, power washing sidewalks and trash enclosures; paints, restores, and repairs doors, decks, balconies, fences, and staircases.
- Maintains concrete by attending to trip hazards, demolishing, and removing concrete, and may assist with forming, pouring, and finishing sidewalks, ramps, and curbs.
- Assists Building & Facilities Maintenance Workers with the performance of semi-skilled trades work as assigned.

- Operates assigned vehicles and a variety of hand and power tools and equipment related to work assignment.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Responds to public inquiries in a courteous manner and provides information within the area of assignment.
- Responds to after-hour requests for service as needed.
- Performs other duties as assigned.

*The ideal candidate will possess the following qualifications and personal attributes:*

- Experience performing basic facilities maintenance, repair and custodial work;
- Ability to troubleshoot routine maintenance problems and determine methods and supplies required for repair;
- Ability to perform routine equipment maintenance;
- Ability to understand and follow oral and written instructions as well as understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed;
- Ability to independently organize work, set priorities and meet critical deadlines; and follow-up on assignments;
- Knowledge of the care and use of building maintenance hand and power tools;
- Ability to communicate clearly, concisely and tactfully, both orally and in writing, to effectively perform work;
- Ability to establish and foster positive working relationships with those contacted in the course of work;
- Ability to effectively use computer systems and modern business equipment to perform a variety of tasks;
- Ability to frequently lift/carry objects weighing up to 50lbs and occasionally up to 100lbs;
- Proof of legal right to drive in CA 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](http://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 **\$26.89-\$32.68** per hour. Bilingual pay if applicable.

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           | • 13 Paid Holidays                   |
| • 401(a) Employees' Money Purchase Pension Plan | • Tuition Reimbursement Program      |
| • 457(b) Deferred Compensation Plan             | • Recognition and Incentive Programs |

## 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 making a difference, **please apply online at [www.hacsb.org](http://www.hacsb.org)**. For primary consideration, applications must be received no later than **Thursday, September 25, 2025**; thereafter position open until filled. The selection process will include an oral interview and may include other testing processes 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 pre-employment physical and 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 the offense to the position applied for will be considered. HACSB 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.