



Housing Authority  
— of the —  
City of Alameda

## **FACILITIES AND MAINTENANCE TECHNICIAN I**

**Salary Range 16: \$38.76 - \$47.12/hour**

(This position will be hired at 72 hours per pay period and a schedule of nine 8-hour workdays per two week pay period with every other Friday off. Position will also be on-call for off days, weekends, and holidays.)

Please see AHA website at <https://www.alamedahsg.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. In partnership with the entire community, the Housing Authority advocates and provides quality, affordable safe housing, encourages self-sufficiency, and strengthens community inclusiveness and diversity in housing. 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 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 Assistant Director of Administrative Services, this position will work on tasks that include carpentry, plumbing, roofing, painting, heating & air conditioning, mechanical and electrical trades.

### **MINIMUM QUALIFICATIONS**

*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 if applicable Federal, State, and local laws, codes, and regulations

### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid driver's license by time of appointment.

### **ADDITIONAL INFORMATION**

- The Housing Authority provides an outstanding benefits package, including: Membership in CalPERS defined benefit retirement program, plus voluntary 457, 457 Roth, and Roth IRA plans (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

### **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](mailto: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.

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.