

Application for Employment

Position You Are Applying For _____

Date Available for Work: _____

PERSONAL INFORMATION

Last Name _____	First Name _____	Middle _____
Address _____	City _____	State _____ Zip _____
Home Phone: _____	Cell Phone: _____	Email address: _____
Social Security Number: _____		
Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If selected for employment are you willing to submit to a pre-employment drug screening test? <input type="checkbox"/> Yes <input type="checkbox"/> No		

EDUCATION

School Name	Location	Years Attended	Degree Received	Major

Other training, certifications or licenses held: _____

EMPLOYMENT

Employer: _____	Dates Employed: _____
Work Phone: _____	Pay Rate: \$ _____ to _____
Address: _____	
City: _____	State: _____ Zip: _____
Position: _____	
Duties Performed: _____	
Supervisors Name and Title: _____	
Reason for leaving: _____	
May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No	

REFERENCES

Name	Title	Company	Phone

Acknowledgement and Authorization

- I certify that all answers given herein are true and complete to the best of my knowledge.
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant _____ Date _____

Job Title: Maintenance ~~Mechanic~~

Responsible to: AHA Executive Director (Board of Commissioners when necessary)

Prerequisites:

- High School Diploma or GED
- Minimum of 5 years maintenance experience preferred
- Good Communication and Listening Skills

Working Hours: Monday – Friday 8am – 4:30pm ^{5:00 pm} *JDP*
(as needed at various other times)

Status: Non-exempt

Physical Abilities:

The Maintenance Mechanic must be able to perform all essential functions including, but not limited to the following: able to sit and walk most of the day; able to reach, turn, twist; able to lift and carry sixty (60) pounds, push a minimum of one hundred (100) pounds, pull and handle all reasonable and customary objects at the level required to meet the demands of the job; has bilateral manual dexterity of grasping/holding, feeling, writing, typing; have senses of seeing (with good field of vision and visual accommodation) and hearing, with excellent verbal communication and listening skills; function effectively in confined spaces; maintain mental and emotional stability, keeping a safe environment by adhering to the policies outlined in all AHA and HUD policies.

Duties:

The Maintenance Mechanic will assist AHA staff by performing routine duties in caring for AHA needs. These may include, but are not limited to:

- 1) Ensure AHA conforms to HUD/Public Housing codes, specifications and program regulations;
- 2) Perform and/or assist in all repairs on electrical systems, gas equipment, plumbing, refrigeration, ranges and any other appliance furnished by the AHA;
- 3) Maintain a specific log on the purchases and placements of all appliances and equipment purchased by the AHA;
- 4) Supervise, perform and/or assist in roofing repairs, painting of interior/exterior of building and units;
- 5) Inspect units for lease compliance or needed repairs;
- 6) Discuss with tenants any problems and communicate any requests for repairs with the AHA ED;
- 7) All repairs or maintenance performed on units require a work order stating the specifics of the repair/maintenance and the material needed to perform the task and the work performed;
- 8) Responsibility for repairs, maintenance and upkeep at 'move-in' and 'move-out' units/times;
- 9) Perform and document inspections at 'move-in' and 'move-out' times;
- 10) Operation of power mower, edger, and other equipment used in grounds care or landscaping;
- 11) Acting as a pest control technician in extermination of insects and pests in the housing development and/or supervise any contracted personnel/agency in the pest control of such;

- 12) Ability to plan projects with AHA ED and work from blue prints, sketches, while assisting the ED to coordinate work relative to modernization programs/grants;
- 13) Ensuring the maintenance shop is equipped with the proper materials, tools, equipment, accessories, etc. to repair and maintain the grounds, interior and exterior of buildings, units and appliances of the AHA;
- 14) Ensure all tools, equipment and accessories , etc purchased for the repair/maintenance are properly catalogued, maintained, and displayed orderly and safely;
- 15) Upkeep and maintenance of all tools and equipment used at the AHA;
- 16) All other duties as assigned.

The Maintenance Mechanic must have plenty of compassion and patience, and a deep level of concern for others. Because this position will be working with many socio-economic groups, good communication skills are essential, even when the other party is confused, upset, uncooperative and/or irritable. This position also calls for dedication and dependability, as well as a certain degree of humility, since this position must be able to take orders, report to management, and work on routine or even repetitive tasks daily. For a Maintenance Mechanic to succeed, he or she must be able to put such services in perspective and focus on the greater positive effects they bring.

This position will perform, properly document and report all procedures in accordance with all AHA and/or HUD policy; function appropriately in emergencies; reinforce education of residents and visitors; document legibly and appropriate; evaluate effectiveness of interventions; assist in implementation of requests; maintain stocking of inventory, cleanliness and organization of AHA maintenance shop and warehouse; maintain telephone etiquette and recognize potential safety hazards to maintain a safe environment.

Performance Improvement / Infection Control:

This position will participate in practice changes as a result of performance improvement activities; demonstrate accurate documentation and monitoring of activities as needed; support quality standards and initiatives set by the organization; hand-washing / hand hygiene according to policy and enforces safety regulations.

Communication:

The Maintenance Mechanic will support the Mission of the AHA/HUD organization, as demonstrated by behavior; be cooperative and flexible when unexpected changes occur in workload or staffing; accept assignments away from department or unit with a positive and cooperative attitude; participate in the orientation of new personnel; adhere to departmental and AHA organizational policies; accept and profit from direction and counseling.

Attendance:

This position will maintain proper attendance in accordance with AHA policies; report to work at scheduled times in accordance with departmental policies; remain in assigned area and keep AHA ED informed of whereabouts throughout the shift; attend mandatory in-service education; attend 75% of department meetings/in-services and read minutes of meetings not attended.