

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 _____

APALACHICOLA HOUSING AUTHORITY

Job Title: Maintenance [REDACTED]

Employment Type: Full Time (40 Hours per week)

Work Hours: Monday through Friday 8:00AM to 4:00PM

Responsible to: Maintenance Manager and [REDACTED]

- Prerequisites:**
- High School Diploma or GED
 - Minimum of 5 years mechanical experience preferred
 - Public Housing Authority Experience preferred
 - Excellent Communication and Listening Skills

Note: Position is full time and non-exempt. Applicant must have a valid driver's license.

Physical Abilities:

The Maintenance Assistant 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 forty (40) pounds, push 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 Assistant will assist the Maintenance Manager on major maintenance or construction projects. These may include, but are not limited to:

- 1) Repairs/install plumbing and fixtures.
- 2) Remodels existing structures.
- 3) Paints new and existing structures.
- 4) Performs general maintenance of electrical systems.
- 5) Makes floor, wall and ceiling repairs to structures.
- 6) Unclogs and repairs sewer lines.
- 7) Executes service calls of general maintenance.
- 8) Operates lawn mower.
- 9) Responds to off-duty emergency maintenance problems at all AHA properties.
- 10) Washes/cleans housing units including walls, windows, stoves, refrigerators, etc.
- 11) Mows lawns, plants shrubs and trees, prunes shrubs and trees as necessary.
- 12) Operate mechanical hand and power tools such as table saws, drills, skill saws, sanders, auger machines, tractor and backhoe, pickup trucks with trailers and other miscellaneous equipment.
- 13) Must be able to work alone and exercise independent judgement in the accomplishment of work assignments.
- 14) All other duties as assigned.

APALACHICOLA HOUSING AUTHORITY

The Maintenance Assistant 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 the Maintenance Assistant 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 family; document legibly and appropriate; evaluate effectiveness of interventions; assist in implementation of requests; maintain stocking of inventory, cleanliness and organization of AHA office, maintenance office, and warehouse; maintain telephone etiquette and recognize potential safety hazards to maintain a safe environment.

Communication:

The Maintenance Assistant 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 per the direction of the Maintenance Manager or Executive Director.

Professional Standards and Ethics:

This position will adhere to AHA personnel policies, as well as to all applicable local, state and federal agencies and accrediting bodies; refuse to participate in unethical procedures and assume responsibility of informing the appropriate authority of noted incompetence and unethical behavior; maintain confidentiality in all matters pertaining to residents, staff and business matters; stay abreast of current practices, regulations and standards affecting resident information management; and accept responsibility for knowing current changes in policy, protocols and procedures.

This position will strive to promote service excellence on the job; demonstrate self-motivation, self-confidence and adaptability; be willing to accept assignments that are intended to improve services within the organization; demonstrate ability to work efficiently under pressure and stress; demonstrate emotional stability, tact and poise; exhibit common sense and good judgment; utilize proper telephone etiquette; demonstrate commitment to patient oriented practice; possess personal qualities such as dependability (includes attendance and punctuality), kindness, compassion, understanding, interest and respect for people as individuals, integrity, honesty, loyalty and sense of humor, maintaining good relationships with residents, visitors, co-workers and Board of Commissioners, and take responsibility/ownership for own actions.

This job description is not intended to be an exhaustive list of all responsibilities and duties required by the AHA Maintenance Assistant.