

**HOUSING AUTHORITY OF
SOUTHEASTERN UTAH**
SERVING GRAND AND SAN JUAN COUNTY

380 N 500 W
Moab, UT 84532
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Job Announcement – Housing Authority of Southeastern Utah

Title: Maintenance Technician/Build Team Assistant

Hours: M-Th 8-5 (may vary)

Salary: Non-exempt \$28-32/hr DOE

Start Date: ASAP

Benefits: See benefit description in listing

Summary of Duties and Responsibilities

The Maintenance Technician / Build Team Assistant is responsible for performing maintenance, repair, and inspection duties for Housing Authority-owned properties, while occasionally assisting with the support of the Mutual Self-Help Housing Program when available. The primary role of this position is to be a Maintenance Technician. As HASU continues to add property management units to its portfolio it is the intent that the maintenance role will be full time. This position requires a combination of maintenance skills, construction knowledge, customer service, and project coordination ability.

Essential Duties:

- Perform routine and preventive maintenance on Housing Authority properties and facilities.
- Complete repairs involving minor plumbing & electrical issues, HVAC equipment, carpentry, painting, drywall, flooring, and general building maintenance.
- Conduct inspections of homes and facilities to identify maintenance needs and safety concerns.
- Respond to maintenance requests in a timely and professional manner.
- Maintain grounds, equipment, tools, and vehicles used.
- Coordinate with HASU staff when outside vendors are required.
- Coordinate and assist with HASU staff and third party management agents in assessing needs for properties owned but not managed by HASU.
- Maintain inventory of maintenance supplies and equipment.
- Ensure all work complies with applicable building codes and safety standards.
- Assist in supporting Mutual Self-Help Housing construction projects as needed.
- Perform new construction tasks on Mutual Self-Help as needed.
- Participate in a positive and cooperative working environment along with staff and MSH families.
- Attend meetings and training sessions as required
- Perform other duties as assigned



Qualifications:

Education & Experience

- High school diploma or GED.
- Valid Driver's License with acceptable driving record.
- Must pass Criminal Background Screening.
- Experience in residential construction, maintenance, remodeling, or related trades.
- Experience with electrical, plumbing, and HVAC service is a plus.

Skills and Abilities

- People skills adequate for communicating with tenants in occupied units.
- Ability to lift and carry up to 50 pounds regularly and more with assistance.
- Ability to stand, walk, climb ladders, bend, kneel, and work in varying weather conditions.
- Ability to operate hand tools, power tools, and maintenance equipment safely.
- Ability to prioritize work with guidance and think through complex tasks.
- Ability to update work order and inspection documentation electronically, with training.

Factors:

- Contact with Tenants: Involves interaction with a wide range of people during work at HASU's properties.
- Responsible for Contacts: Involves contacts with HASU Staff, third party vendors, partners/lenders/investors, local municipalities, contractors, etc.
- Physical Effort: Work requires low to moderate heavy lifting at times
- Working Conditions: Work is performed at HASU office, various property offices, and within Grand and San Juan Counties as needed. Site visits to various properties and construction sites required.
- Mental Application: Requires heavy concentration to complete above duties.
- Workweek: Regular office hours of HASU Mon-Thur 8-5. Hours may vary depending on the Mutual Self Help build schedule.

Apply at:

Send Resume to: director@hasuhomes.org

Or drop off at: Housing Authority of Southeastern Utah
380 N 500 W Moab, UT 84532

Housing Authority of Southeastern Utah is an Equal Opportunity Employer

