



AIDSAlabama
Housing Is Healthcare

Position Description

MAINTENANCE ASSISTANT

Incumbent	Open
Functional Title	Housing Maintenance Assistant
Supervisor	Maintenance Supervisor
Department	Housing
Hourly Rate	\$16.50 to \$18.50
Location	Birmingham, Alabama
FLSA Designation	Nonexempt

Duties and Responsibilities

The primary purpose of this position is to assist the Housing Maintenance Supervisor and Housing Maintenance Specialist with housing/landlord services including preventative maintenance, repairs, renovations, property rehabilitation, and emergency response

1. Receive, review, assess, and arrange resolution of maintenance work orders from tenants and staff statewide.
2. Coordinate maintenance activities with supervisor and make plan for resolving by either completion of the task or arranging services from service vendors, ensuring bid regulations are met and achieving the best cost/benefit ratio for the agency.
3. Perform routine maintenance including changing light bulbs, turnkey activities, light plumbing, flooring, cleaning, and painting, changing locks or other tasks as requested by supervisor.
4. Assist in routine unit inspections and smoke detectors/ fire extinguisher inspections.
5. Meet with housing officials and inspectors during monitoring or inspections visits.
6. Work with Housing team to set schedules for routine property upgrades.
7. Respond to emergency/after-hours maintenance calls on an on-call basis according to maintenance schedule.
8. Other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to work full time, including occasional nights and weekends
- Ability to engage in limited local and statewide travel, requiring a valid driver's license, a driving record acceptable under AIDS Alabama's policies, and – when using a personal vehicle for travel – automobile insurance meeting the minimum limits established by AIDS Alabama
- Ability to review and interpret written information; prepare and respond to written communications; communicate effectively with clients, colleagues, and community partners; and exchange accurate information in person, by telephone, and through electronic communication
- Ability to communicate effectively, orally and in writing, in English
- Ability to engage in long periods of sitting, standing, or walking; frequent movement between work areas; climbing stairs; and occasional stooping, bending, reaching, or lifting and carrying materials weighing up to 50 pounds

Minimum Qualifications

- High school diploma (or equivalent)
- One to three years' experience in general maintenance including light plumbing, painting, and flooring
- Ability to travel to all agency housing properties

AIDS Alabama is proud to offer eligible full-time employees a comprehensive benefits package that currently includes employer-paid individual health insurance, generous paid time off and paid holidays, extended leave, a retirement plan with employer matching, pre-tax spending account options, and support for qualifying professional licensure expenses. Eligible salaried employees may also benefit from flexible scheduling opportunities, subject to supervisory approval and the operational needs of the organization. Employees may also elect dental, vision, life, and other supplemental coverage. Eligibility, coverage, and benefit terms are governed by applicable policies and plan documents and are subject to change.

AIDS Alabama is an equal opportunity employer. We do not discriminate on the basis of actual or perceived HIV status, race, color, national origin, religion, sex, sexual orientation, gender identity, age, national origin, disability, protected veteran status, genetic information, pregnancy, or any other characteristic protected by law. Employment is contingent upon satisfactory completion of the pre-employment requirements applicable to the position. Depending on the duties of the position, these requirements may include verification of identity and authorization to work; verification of education, license, certifications, or other credentials; professional reference checks; a criminal background check; a motor vehicle record review; and other lawful, job-related screening requirements. Any disability-related inquiry or health-related screening will be conducted only after a conditional offer of employment and in accordance with applicable law. AIDS Alabama will consider reasonable accommodations when required by law.