



AIDSAlabama
Housing Is Healthcare

Job Description ~ Position Available: *Housing Maintenance Specialist*

Reports to	Housing Maintenance Supervisor
Benefits	Zero cost for single/individual BCBS Medical, Life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA), Dental, Vision, Retirement with 50% match; Generous Paid Time Off & Extended Leave, Fifteen recognized Holidays, and more.
Hourly Rate of Pay	\$18.00 per hour (limited experience) -- \$21.00 per hour (significant experience).
Minimum Requirements	High school diploma (or GED), 3 to 5 years' experience in general maintenance including plumbing, painting, electrical, and flooring. Experience in property/housing development maintenance. Reliable transportation, current/valid driver's license, good driving record, auto insurance, and ability to travel to all agency housing properties. Proof of COVID-19 vaccination(s). Must successfully complete pre-employment process.
Overall Mission	To assist the Housing Maintenance Supervisor and Housing Department with housing/landlord services including preventative maintenance, repairs, renovations, property rehabilitation, and emergency response.

Areas of Responsibility

1. Review, assess, and coordinate resolution of maintenance requests from tenants and staff, statewide.
2. Coordinate maintenance activities with Maintenance Supervisor including maintenance request triage, bid compliance, selection of 3rd party vendors, and budget analysis.
3. Independently perform routine maintenance including turnkey activities, minor plumbing, flooring, painting, and minor electrical work.
4. Assist Maintenance Supervisor with meeting HUD Housing and Habitability Standards.
5. Serve as key contact for federal, state, and city housing inspections.
6. Assist Maintenance Supervisor and other maintenance staff with response to property needs in Jefferson, Tallapoosa, and Mobile counties.
7. Assign tasks and monitor the Maintenance Assistant as needed or directed by the Maintenance Supervisor or Housing Coordinator.
8. Complete all agency annual trainings and departmental trainings including Fair Housing training.
9. Maintain tenant confidentiality.
10. Respond to emergency property maintenance issues in compliance with the Housing Department's policies, procedures, and guidelines.
11. All other duties, as assigned.

Work Environment

1. Schedule: Work hours are full time, and may occasionally include nights, weekends, and/or holidays; varies based on the needs of the agency and communities.
2. Physical: May lift up to 75lb occasionally; long periods of standing, stooping, bending, and sitting. Employee must be independently mobile including climbing stairs, able to read documents and respond to written communication, hear and understand the English language.
3. Safety/Environmental: Exposure to multi-cultural consumers and/or family members with HIV/AIDS (or other STIs) as well as impaired cognitive behaviors.

Overall Expectations

The employee will be expected to represent the agency in person and through all other methods of communication in a way that reflects the agency's mission. Staff are expected to adhere to all AIDS Alabama Policies, Procedures, and Guidelines (including, but not limited to, Human Resources, Finance, Operational, and Housing) as presented and as adapted. The employee will establish a strong, solid line of communication with all levels of staff and

external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, community members, and external business partners. Candidates must be willing and able to complete all training in obligatory timeframes. Staff participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that any breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space where all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

AIDS Alabama is an equal opportunity employer.

Employee's signature

Date

Human Resources signature

Date