



# JOB ANNOUNCEMENT

Housing Authority of New Orleans

**POSITION TITLE:** Maintenance Aide (Part-time) – Fischer Development

**DEPARTMENT:** Asset Management

**DATE POSTED:** 10/17/17

**CLOSING DATE:** Until Filled

**SALARY RANGE:** PAY Grade M 11  
\$ 12,651 - \$ 15,559 (Part-time Annually)  
\$ 12.16 - \$ 14.96 Hourly

101717 – AM - 003

**FLSA CLASS:** Non-Exempt

## SUMMARY

Reporting to the Property Manager, the Maintenance Aide is responsible for maintaining agency’s self-managed properties and buildings in clean and orderly condition at all times. This involves assisting the maintenance staff to ensure a safe and secure living environment for residents, visitors and staff.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

- Cleaning of the grounds, common areas and vacant units at assigned property.
- Assist the maintenance staff with preparing vacant units for occupancy.
- Remove trash from vacant units.
- Clean building floors by sweeping, mopping, scrubbing, stripping, waxing and vacuuming.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean and polish furniture and fixtures.
- Dust furniture, walls, machines, and equipment.
- Other maintenance and janitorial related duties as assigned.

## Job Competencies

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Demonstrated understanding and concern for maintaining the sanitation and cleanliness of the property.

## BEHAVIORAL COMPETENCIES

This position requires the incumbent to exhibit the following behavioral skills:

*Problem Solving:* Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with sensitive topics and/or irate customers.

*Customer Service:* Meets/exceeds the expectations and requirements of internal and external customers; Manages difficult or sensitive customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance..

*Interpersonal Skills:* Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting.

*Teamwork:* Balances team and individual responsibilities; Contributes to building a positive team spirit; Puts success of team above own interests.

*Professionalism:* Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions;

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### *Job Competencies*

- Self-motivated
- Excellent time management skills
- Excellent interpersonal skills
- Responsible use of janitorial products and equipment
- Working knowledge of janitorial duties

### *Education and/or Experience*

High school diploma or general education degree (GED). Working knowledge of general maintenance practices.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Noise level in the work environment is moderate.

Frequent standing and walking.

Frequent bending, stooping, squatting, kneeling.

Frequent stair and/or ladder climbing.

Pushing/pulling equipment, appliances, open/close doors.

Finger dexterity.

Frequently lift 25-75 lbs.; constant lift 1-25 lbs.

Specific vision abilities include close vision, peripheral vision, depth perception and the ability to adjust focus. Speech, visual and hearing abilities that are sufficient to read and view written materials.

### **EEO POLICY STATEMENT**

The Housing Authority of New Orleans (HANO) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Discrimination of any type will not be tolerated.

