

## **JOB OPENING ANNOUNCEMENT**

### **MAINTENANCE MECHANIC I**

#### **SALARY RANGE:**

\$2,786 - \$3,920 per month plus benefits. Position generally begins at starting wage. Full- Time Position of 40 hours per week.

#### **DESCRIPTION:**

Under general supervision, performs a variety of unskilled maintenance, grounds keeping and janitorial functions in support of Housing Authority of Yamhill County (HAYC) properties. Performs routine maintenance and janitorial duties in HAYC offices and common areas and assists in the preparation of HAYC rental housing units for incoming tenants.

#### **REQUIREMENTS:**

The individual must possess the knowledge, skills and abilities as outlined in the position description (attached) or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. Knowledge of the operation and maintenance of basic mechanical hand and power tools is necessary. The individual in this position will be reachable and available to work during non-normal work hours (nights, weekends, and holidays). Good communication skills and ability to follow written or verbal instructions is essential. Require to have a valid Oregon Driver's license and evidence of a good driving record. The applicant is required to have a basic knowledge of computer skills providing the ability to: use e-mail; complete data entry into a template timesheet; and, use a maintenance/facilities work order program.

Under the provision of the Immigration Reform and Control Act of 1986, the Housing Authority of Yamhill County requires any person hired or rehired to provide evidence of identity and eligibility for employment.

#### **TO APPLY YOU MUST SUBMIT THE FOLLOWING:**

Properly completed and signed application with cover sheet and resume. Faxed or emailed materials will be accepted, provided the application includes proper signatures.

**PLEASE NOTE: HAYC offers of employment are made contingent upon an acceptable DMV driving record and the results of a current criminal background check.**

**Application materials are available on our website: [www.hayc.org](http://www.hayc.org).** Return application materials to HAYC, Yanira Vera 135 NE Dunn Place, McMinnville, OR 97128, or if sending electronically to [yvera@hayc.org](mailto:yvera@hayc.org)

**APPLICATION DEADLINE:**

This position will be open until filled. If you have any questions, contact Yanira Vera, [yvera@hayc.org](mailto:yvera@hayc.org), or 503-883-4304.

Attachments: 1. Position Description 2. Employment Application

**POSITION DESCRIPTION:**  
**HOUSING AUTHORITY OF YAMHILL COUNTY**

**MAINTENANCE MECHANIC I**

**REPORTS TO:** Maintenance Mechanic II/and Director of Portfolio Management.

**SUMMARY OF THE JOB:**

Under general supervision, performs routine, semi and/or unskilled grounds keeping and facility maintenance functions in support of all Authority owned or managed properties.

**DUTIES AND RESPONSIBILITIES:**

The following represent the major essential and secondary duties of the position, however they are not intended to be all-inclusive. The Authority reserves the right to change, reassign, or combine job duties at any time.

Essential Job Functions:

1. Reachable and available for recall to work during non-normal work hours (nights, weekends, and holidays). The person who fills this position is designated as an Essential Employee and will be required to respond to emergency maintenance requests at all hours, day and night; and during conditions of Inclement Weather and Natural Disaster even when other employees may be asked to stay home from work. The person filling this position must have transportation available and equipped to transport them to the Office in all climate conditions.

2. Responds to maintenance requests (work orders) issued through the authority of the Maintenance Mechanic II and Director of Portfolio Management. The work involves routine maintenance using hand and power tools and equipment in such tasks as: (a) structural repairs such as repairing holes in walls, installing doors and locks, cabinets, floor tile, and replacing glass, etc; (b) minor plumbing tasks such as repairing and/or replacing toilets, faucets, valves, water heaters, garbage disposals, and sinks using a variety of equipment including plumbing snakes, pipe wrenches, soldering iron, propane torch, etc; (c) minor electrical tasks such as replacing circuit breakers, replacing 110v-220v outlets, changing light bulbs and globes, repairing and replacing light fixtures and outdoor lighting systems, switches, outlets, thermostats, timers, baseboard heaters, motors, pumps, etc; and (d) minor appliances repair such as replacing switches and stove elements, belts, and timers. Inspects,

replaces, and maintains fire extinguishers and smoke alarms.

2. Performs routine janitorial duties in Authority offices and prepares Authority leased housing units for incoming tenants. Duties include washing windows, emptying trash, sweeping, mopping, and vacuuming. Cleans appliances such as stoves and refrigerators, moving appliances as required. Cleans shower stalls, tile, counter tops, sinks, etc. Strips and waxes floors using heavy floor buffers and floor scrapers. Cleans and replaces light and fan covers. Hauls off debris and furniture.

3. Performs routine interior/exterior painting using an airless paint sprayer, rollers, and brushes.

4. Prepares appropriate documentation to support all tasks performed. Completes work orders by detailing time spent, materials used, location of work, summary of work performed, etc.

5. Performs other essential duties and tasks as assigned.

Secondary Job Functions:

1. Performs routine Site work. Duties include mowing and edging, weeding, spraying and fertilizing, unloading and distributing bark dust, cleaning walkways, hauling debris, raking, trimming shrubs and trees, snow and ice removal, fence repair, inspecting and cleaning roof gutters, etc. using a variety of hand and power equipment including gas and riding mowers, grinders, dump truck, chipper, chain saw, blowers, gas hedge trimmer and edger, power washers, parking lot stripers, etc. Performs minor equipment repair such as repairing, sharpening, cleaning and preventative maintenance of mowers, edgers, blowers, chain saws, and other related equipment.

2. Purchases materials and supplies. Prepares purchase orders as required, obtains bids and estimates, and arranges for purchase (either directly or through the Director of Portfolio management) according to established procurement policy. Picks up orders from suppliers and stocks items ordered.

3. Conducts facility condition inspections. Performs move-out/move-in inspections and annual re-exams of housing units using standard checklists.

**QUALIFICATIONS:**

**Mandatory Qualifications:**

The individual must possess the following knowledge, skills and abilities or be able to demonstrate that s/he has the capability to perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Requires possession of a valid Oregon driver's license, be insurable under the criteria required by the Housing Authority Risk Retention Pool, and ability to pass a background check.

2. Requires ability to read, write and perform/understand basic mathematical calculations, interpret and implement written instructions, etc. to the extent usually acquired through a high school diploma or GED.

3. Must be experienced at, and capable of, performing outside landscaping functions and operating related hand and power equipment such as mowers, rakes, shovels, weed-eaters, lawn and garden sprayers, etc. under all kinds of weather conditions including exposure to heat, wind, dust, snow, and cold.

4. Requires knowledge and ability in the consistent and safe use of basic mechanical hand and power tools and equipment such as saws, hammers, screwdrivers, wrenches, mowers, paint equipment, pipe wrenches, chain saws, sanders, floor buffers, etc.

5. Must have good manual dexterity including hand/eye coordination, dexterity, etc. in repairing and/or replacing machine parts and in performing related maintenance tasks.

6. Due to exactness required in the pouring of paint, the performance of electrical and plumbing tasks, and the operation of motor driven equipment, good vision and hearing skills are required.

7. Requires general experience with all phases of basic building repair and maintenance including basic carpentry, painting, plumbing, and electrical skills; the ability to make general repairs; or any combination of education, training or experience that provides the required knowledge, skills and abilities.

8. The individual must be capable of performing the above described functions under a variety of circumstances involving heavy lifting of machinery, furniture and/or appliances, supplies and materials (up to 80 pounds) with only the use of a hand truck or with the assistance of another employee. Material may be lifted from two to four feet and carried for up to twenty yards.

9. Must be capable of placing and removing supplies and equipment from above-the-head shelving and other storage areas. Activities also require the individual to bend (90 degrees), stoop, crouch, climb, twist (to 180 degrees), turn, and work above-the-head on a recurring, repetitive, and often continuous basis in the course of performing job duties. The individual must also be capable of accessing and working in confined spaces such as crawl spaces and/or attics, and must often perform work from a horizontal position (such as working under sinks, etc.). The individual is required to perform these movements without a significant risk of injury, or to otherwise demonstrate or explain how s/he can perform the essential functions listed above.

10. Must be able to climb stairs and ladders and work at heights sometimes exceeding twenty (20) feet.

11. The work includes exposure to harsh cleaners and abrasive cleaning products and the use of hazardous chemicals such as pesticides and herbicides requiring the knowledge of proper safety procedures in the use of such chemicals.

12. Must be capable of being accessible for continuous 24-hour call in the event of security and/or maintenance emergency.

13. Requires good interpersonal skills in dealing pleasantly and effectively with others.

Secondary Qualifications:

Although the following are not mandatory at this time, the following qualifications will enhance an individual's chance for success in the job and are desirable. Some or all of these may become mandatory at a future date.


1. Knowledge of CPR and basic First Aid techniques.

2. Previous experience driving maintenance related vehicles and towing utility trailers.

Employee Signature: \_\_\_\_\_ Date : \_\_\_\_\_

# Employment Application

## Housing Authority of Yamhill County

	Last Name	First Name	Middle Name	Today's Date:	Position Applied for:		
	Address	City	State	Zip	Are you 18 years of age or older?  Yes    No	Date Available:	Expected Pay Rate:
	Contact Phone # Alternate Contact Phone #				Please list any other names you have used (ex. Maiden Names, Nicknames):		
	E-mail address:				How did you learn of this opening?		

**EQUAL EMPLOYMENT OPPORTUNITY.** We are an equal opportunity employer. All applicants will be considered without regard to race, color, religion, age, gender, sexual orientation, gender identity, marital or veteran status, national origin, ancestry, mental or physical disability, on-the-job injuries, or any other legally protected status in accordance with applicable federal, state and local equal employment opportunity laws and except as provided by those laws. *If you require an accommodation to participate in our application process, please contact Massey Casper at 503-883-4318.*

Are you authorized to accept employment in the United States? (Successful applicants will be required to prove identity and eligibility for employment.)    Yes    No

I have read the job description and can perform the essential functions of the job with or without reasonable accommodations:    Yes    No

**RELATIVES:** Qualified relatives are eligible for employment except in limited situations in accordance with applicable law. Do you have any relatives who currently work for us?    Yes    No    \*If yes, state names(s) and the nature of the family relationship (e.g. parent, son, daughter, grandparent, etc.):

EDUCATION	Name of School and Location	Course of Study	Years Completed	Degrees Received
High School			1   2   3   4 Other (explain):	
College or University			1   2   3   4 Other (explain):	
Graduate School			1   2   3   4 Other (explain):	
Military, Vocational School or Technical Training			1   2   3   4 Other (explain): _____	

**OTHER JOB RELATED EDUCATION, QUALIFICATIONS AND/OR CERTIFICATES:** Please list and summarize any training, volunteer activities, and/or other specialized skills, qualifications or experience you feel would help you perform the work for which you are applying. For military veterans, please include information on any transferrable skills obtained through military education or experience that relate, directly or indirectly, to the position for which you are applying:

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**DRIVING RECORD:** (Note: a lack of a driver's license will not disqualify an applicant unless driving is an essential function of the job)

Do you have a valid Driver's License?    Yes    No

**EMPLOYMENT HISTORY:**

List your employment experience for the past 10 years, beginning with your present or most recent job. *Do not omit any employer.* (Attach sheet if more space is needed.)

Company Name		Your Title	
Company Address			
Date Started		Date Left	
Number of hours per week		May we contact this employer?    Yes    No If no, why not?	
Supervisor's Name		Telephone Number	
Description of your duties and responsibilities:			
Were you discharged from this job?    Yes    No			
If No, what was your reason for leaving?			
Company Name		Your Title	
Company Address			
Date Started		Date Left	
Number of hours per week		May we contact this employer?    Yes    No If no, why not?	
Supervisor's Name		Telephone Number	

Description of your duties and responsibilities:

Were you discharged from this job?    Yes    No

If No, what was your reason for leaving?

Company Name	Your Title
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Company Address

Date Started	Date Left
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Number of hours per week	May we contact this employer?    Yes    No If no, why not?
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Supervisor's Name	Telephone Number
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Description of your duties and responsibilities:

Were you discharged from this job?    Yes    No

If No, what was your reason for leaving?

Company Name	Your Title
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Company Address

Date Started	Date Left
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Number of hours per week	May we contact this employer?    Yes    No If no, why not?
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Supervisor's Name	Telephone Number
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Description of your duties and responsibilities:

Were you discharged from this job?    Yes    No

If No, what was your reason for leaving?

**FOREIGN LANGUAGE:** Indicate any languages other than English that you can speak, read and/or write

	<b>Fluent</b>	<b>Good</b>	<b>Fair</b>
Speak			
Read			
Write			

**REFERENCES:** List three references (from persons not related to you) who are familiar with your qualifications and actual work history and ability. You must include a phone number.

- |    | <i>Name/relationship (supervisor, co-worker, etc.)</i> | <i>Address</i> | <i>Phone</i> |
|----|--|----------------|--------------|
| 1) | _____  | _____          | _____        |
| 2) | _____  | _____          | _____        |
| 3) | _____  | _____          | _____        |

**If you need additional space, please continue on a separate sheet of paper.**



**VERIFICATION AND SIGNATURE:**

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE COMPLETELY FILLED OUT, SIGNED, AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.**

1. I authorize the Housing Authority of Yamhill County (HAYC) to contact any of my references, past/present employers, and/or other persons named in this application for the purpose of obtaining information about my employment history, education, character and qualifications. I release the HAYC from any and all claims and liability in connection with such contacts and inquiries. I also agree to sign any written authorizations and releases requested by the HAYC or my references in order for the HAYC to obtain the requested information.
2. I certify that answers and statements I have made on this application (and in any attachments or other supplementary or supporting documents) are true and complete without omissions. I understand that any falsification, misrepresentation or omission made by me will result in denial of employment, withdrawal of an offer of employment, or immediate termination, regardless of when and how discovered.
3. I understand that if I am offered employment, I will be required to authorize and pass a pre-employment criminal history check and driver's record check (for positions requiring driving) as a condition of being hired.
4. I understand if I am offered employment, I may be required to pass a pre-employment drug screen (including all substances which are illegal under state or federal law) and/or physical required by the HAYC in accordance with applicable law. I understand that a positive drug test will disqualify me for employment.
4. I agree that if I am hired, I will conform to all rules, regulations and standards of the HAYC as they presently exist or are later modified. **I also understand and agree that employment is At-Will and can be terminated at any time by me or by the HAYC for any reason not prohibited by law except as specifically set forth in an applicable collective bargaining agreement or individual employment agreement signed and dated by the HAYC's Executive Director.** I understand that no one other than the HAYC's Executive Director has any authority to enter into any employment agreement for any specified period of time, to change the At-will nature of the employment relationship, or to otherwise assure me of any future position, benefits, or terms and conditions of employment. Any such agreement must be in writing and signed by the Executive Director to be valid.

I have read, understand, and agree with all of the above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Unsigned applications will not be processed.**

**Return application to:  
Housing Authority of Yamhill County  
135 NE Dunn Place  
McMinnville, OR 97128**

**This application is valid for only 45 days from the date signed. If Applicant wants to be considered for job openings more than 45 days from the date signed, Applicant must submit a new and current employment application.**

## VETERAN'S PREFERENCE

Under Oregon law, veterans who meet minimum qualifications for a position may be eligible for employment preference. Please read the following checklist carefully and the box for each item that applies to you. You may get help from HAYC if you need further explanation or have special circumstances. Please note that the application of preference points is not a guarantee of being hired.

Note: If you are applying for a position for which the HAYC's hiring process results in a score, you will be given preference points as outlined below. If you are applying for a position for which the HAYC's hiring process does not result in a score, the HAYC will nonetheless give a preference to a veteran or disabled veteran in accordance with applicable law.

***IN ORDER TO BE ELIGIBLE TO RECEIVE VETERAN'S PREFERENCE, THIS COMPLETED FORM AND THE REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED TO HAYC. PREFERENCE WILL NOT BE AWARDED WITHOUT THE APPROPRIATE DOCUMENTATION.***

**A. QUALIFIED VETERAN QUESTIONS:** You may claim veteran's preference if you check at least one box below and provide proof of eligibility by submitting a copy of your form DD-214 or DD-215 that includes your discharge status.

I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955 and was discharged or released under honorable conditions, or
  - For a period of more than 178 consecutive days beginning after January 31, 1955 and was discharged or released from active duty under honorable conditions, or
  - For 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability, or
  - For 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs, or
  - For at least one day in a combat zone and was discharged or released from active duty under honorable conditions,
- or**
- I received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from activity duty under honorable conditions; **or**
  - I am receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

***Please see the next page for applicable definitions.***

**B. QUALIFIED DISABLED VETERAN QUESTIONS:** You may claim additional employment preference if you can check at least one box below and provide proof of eligibility by submitting both of the documents listed below:

1. A copy of your DD-214 or DD-215, Certificate of Release or Discharge, Copy 4, and
  2. A public employment veteran's disability preference letter from the United States Department of Veterans' Affairs (unless the information is included in the DD Form 214/215). To order the letter, call 1-800-827-1000 and request a public employment preference letter.
- I have a disability rating through the United States Department of Veterans Affairs; or
  - I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
  - I was awarded the Purple Heart for wounds received in combat.

**I hereby claim veteran's preference points and certify that the above information is correct. I understand that any false statements may be cause for my disqualification or dismissal.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Service Number

\_\_\_\_\_  
Signature of Applicant  
Position Applied For \_\_\_\_\_

\_\_\_\_\_  
Date

## **DEFINITIONS**

**Armed Forces** means the United States Army, Navy, Marine Corps, Air Force, and Coast Guard, including the reserve components thereof. (Title 38 USC Part I Chapter 1 Section 101). Reserve components mean:

- (a) The Army Reserve;
- (b) The Navy Reserve;
- (c) The Marine Corps Reserve;
- (d) The Air force Reserve;
- (e) The Coast Guard Reserve;
- (f) The Army National Guard of the United States; and
- (g) The Air National Guard of the United States.

**Active duty** does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

**Combat zone** means an area designated by the President of the United States by executive order in which, on the dates designated by executive order, the Armed Forces of the United States are or have engaged in combat.

**Veteran** means a person who:

- (a) Served on active duty with the Armed Forces of the United States:
  - (B) For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions;
  - (C) For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions;
  - (D) For 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability;
  - (E) For 178 days or less and was discharged or released from active duty under honorable conditions and has a disability rating from the United States Department of Veterans Affairs; or
  - (F) For at least one day in a combat zone and was discharged or released from active duty under honorable conditions;
- (b) Received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or
- (c) Is receiving a non-service-connected pension from the United States Department of Veterans Affairs.

**Disabled veteran** means a person who has a disability rating from the United States Department of Veterans Affairs, a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty or a person who was awarded the Purple Heart for wounds received in combat.

*OAR 839-006-0440*