

- Uses manual strength and appliance dolly to set up tables and chairs according to simple diagrams for resident activities and to remove and/or install appliances, such as refrigerators and cook stoves.
- May be required to perform work for STHA outside of regular work schedule and to include but not limited to On-Call scheduling and other duties as assigned.

BEHAVIORAL COMPETENCIES:

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

- **Commitment:** Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.
- **Customer Service:** Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands monitors and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers.
- **Effective Communication:** Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; and listens effectively.
- **Responsiveness and Accountability:** Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; and does fair share of work.
- **Teamwork:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed; attends, supports, and participates in all team building exercises and events.

TYPICAL QUALIFICATIONS:

Education and Experience

Required:

- High School Diploma or GED
- Twelve (12) months of experience in general maintenance and upkeep of physical structures.
- Basic Computer Literacy. Knowledge of the use of email system. Basic keyboarding and computer mouse skills. Knowledge of desktop PC. Ability to use Smartphone IPAD or mobile device to process work orders, inspections, take photos and upload to server.
- Ability to maintain complex passwords or mobile device security code confidential and available for access to business devices.
- Successful completion of a criminal history background check, education and work history verification and drug screening test.

License and Certifications:

- Arizona valid driver's license at the time of placement and be insurable by the Housing Authority's liability and fleet insurance carrier.
- Must have the ability to earn certifications as required by assigned tasks.

Technical Skills:

To perform this job successfully, the employee should have:

- Understands the Mission, Vision, and Values of the agency, and directs work within these guiding principles and operational framework.
- Knowledge of building construction practices and terminology.
- Knowledge of standard safety and health program rules, including fire prevention.
- Knowledge of and skills to employ techniques used in the maintenance and repair of residential buildings and equipment.
- Ability to work at heights and/or in crawl spaces.
- Ability to operate hand tools and approved power tools.
- Ability to follow oral and written instructions.
- Ability to work harmoniously and respectfully with staff, residents and the public.
- Ability to communicate effectively with customers and employees.

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. To perform this job successfully, the employee is frequently required to:

- Remain in a stationary position.
- Daily movements include sitting; standing; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings.
- The employee must be able to communicate via email and verbally via telephone.
- The employee must occasionally lift and transport a minimum of 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintenance and construction sites.
- Outdoor environment in all types of weather.
- Dexterity of hands to operate hand and power tools.
- Standing for long periods of time.
- Hearing and speaking to exchange information in person and on the telephone.
- Ability to read a variety of materials.
- Lifting, carrying, pushing or pulling light to moderately heavy objects.
- Bending at the waist, kneeling, crouching or crawling.
- Work in inclement weather.
- Occasional unsanitary conditions in units.

Office environment:

The noise level in the work environment is usually moderate. High level of interaction with external/internal clients may be required to work at different properties or sites for interim periods to support business needs.

Outside environment:

Subject to environmental elements when conducting visits to various sites or participating in outside events.

ADA STATEMENT

In compliance with the Americans with Disabilities Act, the South Tucson Housing Authority will make reasonable accommodation to the known disability of a qualified applicant or employee to enable people with disabilities to enjoy equal employment opportunities, if it would not impose an "undue hardship" on the operation of the employer's business.

ETHICS

As a public agency, STHA is committed to maintaining the highest of ethical standards. Applicants selected for employment are expected to perform work responsibilities with the highest degree of integrity, professionalism and honesty, to merit the respect of our co-workers, clients, partners, vendors and the general public. Applicants selected for employment are also expected to serve the public with dedication, concern, courtesy and responsiveness.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This position specification is not an employment agreement or contract. Management has the exclusive right to alter this position specification at any time, without notice.

Hazards: Ordinary hazards common to construction sites.

Selection Guidelines: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and the requirements of the job change.