



Choctaw Housing Authority

P.O. Box 6088 • Choctaw, Mississippi 39350
Telephone: (601) 656-6617 • Fax: (601) 656-5246

Serving Choctaw Communities in Mississippi & Tennessee

JOB ANNOUNCEMENT

#MMA102020

POSITION: Maintenance Aide-A (1 position)
OPENING DATE: October 23, 2020
CLOSING DATE: November 6, 2020 or until filled
SALARY: Negotiable
SUPERVISOR: Maintenance Supervisor
JOB LOCATION: Choctaw Housing Authority, Choctaw, MS

Scope of Service: The Maintenance Aide-A is responsible for performing all skilled maintenance and repair tasks in coordination with his team members on housing units and grounds. He is required to demonstrate full knowledge of all aspects in plumbing, electricity, and carpentry in the performance of his responsibilities.

DUTIES:

1. Perform regular maintenance and repair tasks to residential units such as heating systems, cleaning burners, sealing pipe joints, replacing valves, regulators, motors, belts, etc., to ensure safe and economical operation.
2. Perform plumbing tasks such as changing or replacing faucet washers, stems, seats, etc., and repairing toilets by changing tank bulbs, overflow tubes, guides wires, etc.
3. Perform basic electrical tasks such as resetting circuit breakers, changing plate covers on switches and outlets, replacing light bulbs, globes, switches, etc.
4. Repair window shades, glass and screen by measuring, cutting and installing them.
5. Perform carpentry drywall and painting repairs.
6. Perform pest control tasks by operating chemical fogging machine to control insects and rodents.
7. Work on-call shifts as assigned during schedule rotation or as needed by supervisor and perform required emergency services/repairs as needed during that time.
8. Perform other related duties of the class, or as required by supervisor.

QUALIFICATIONS:

1. At least 3-5 years of experience in heating, plumbing, electricity, carpentry, painting and cleaning. Certifications preferred.
2. Thorough knowledge of materials and equipment used in building and grounds maintenance.
3. Advanced skills in the use of hand tools and equipment used for building and grounds maintenance.
4. Ability to perform all areas of maintenance and repairs for building and grounds equipment.
5. Must have a **valid** driver's license, **be insurable** and be able to drive a manual transmission vehicle.
6. Ability to understand and follow oral and written instructions.
7. Ability to read blue prints preferred.
8. Good physical health, and be able to lift 50 lbs. or more.
9. Ability to operate communication devices, i.e. cell phone.
10. Ability to work harmoniously with others.
11. Ability to represent CHA in a professional manner.
12. Must pass mandatory drug screen at all times.

APPLICATIONS: Applications must be picked up and submitted at Choctaw Housing Authority, 13660 Hwy 16 West, Choctaw, MS 39350.

NOTE: **The Personnel Policy & Procedures of Choctaw Housing Authority, Native American Preference, Section II (A), have been revised and approved, as follows:**

CHOCTAW HOUSING AUTHORITY (CHA) adheres to a publically announced policy and practice of extending preferential treatment to all eligible Native Americans with regard to recruitment, employment, reduction in force, promotion, training, and related employment action to the maximum extent permitted by applicable law. For purposes of this policy, an eligible "Native American" shall defined and interpreted to be an enrolled Mississippi Band of Choctaw Indians (MBCI) Member first; descendants of members of the MBCI second; and all other Native American Indians enrolled in a federally recognized Tribe third.

Further bolstering this Native American preference, CHOCTAW HOUSING AUTHORITY (CHA) will employ non-MBCI members only when no qualified member of MBCI can be recruited, trained, or upgraded to fill a given job vacancy with a reasonable period of time at a reasonable cost.