

**Announcement Number:** PD23-06

**Position Title:** Trades Maintenance Worker I/II

**Division/Department:** Maintenance

**Location of Job:** Town Centre Place – Olney

**Description:**

This position is responsible for performing all levels of apartment maintenance to include electrical, plumbing, carpentry, appliance repair, exterior upkeep and HVAC on neighboring properties. Will rehab vacant units, perform preventative maintenance on units/systems and troubleshoot/repair air conditioning units and furnaces. Must be willing to work outdoors for long periods of time and perform on-call duties at night and on weekends.

**Minimum Qualifications – Trades Maintenance Worker I, Grade 15:**

- **Experience:** Requires one year of building/housing maintenance experience or recent Certification in Apartment Maintenance from a recognized College, Trades School or equivalent institution.
- **Education:** High School graduation or equivalent.  
*Applicant must pass an HOC administered written Maintenance Skill Assessment Test (Level I).*

**Minimum Qualifications – Trades Maintenance Worker II, Grade 17:**

- **Experience:** Three years building/housing maintenance experience.
- **Education:** High School graduation or equivalent.  
*Applicant must pass both a written Maintenance Skill Assessment Test (Level II) and a hands-on demonstration of necessary skills.*

Level, Pay Grade and Salary offered will be dependent on the qualifications of the selected applicant.

- Must have working knowledge of appliance repair, HVAC, plumbing, carpentry and electrical skills consistent with level I or Level II designation.
- Must have ability to deal tactfully, effectively and courteously with the public and co-workers.
- Must have ability to work independently or as part of a team and follow oral and written instructions.
- Ability to use and care for tools and equipment.
- Ability to carry, extend (min. 12 ft. extension ladder), climb ladders in order to repair roof, gutters, downspouts.
- CFC certification required or the ability to obtain certificate within six months of hire.
- Willingness to share on-call duty for emergency maintenance necessary.
- Must be able to speak, read, and write English.
- Requires the ability to keep simple records, lift heavy objects (50 – 100 lbs.), install electrical fixtures, toilets, sinks, etc.
- Valid driver's license, good driving record and own transportation required.

*An equivalent combination of education and experience may be accepted. Low income residents in Montgomery County with the above qualifications are encouraged to apply.*

HOC conducts criminal background checks, employment reference checks, and where applicable, reviews driving records in determining suitability for employment. Selected applicants will be required to submit to pre-employment drug and alcohol screening. Employment is contingent upon drug and alcohol test results.

***Eligible Applicants:*** Unlimited

***Minimum Starting Salary:*** \$42,747/\$46,347

***Position Number and Grade:*** MM93, Grade 15/17

***Driver’s License:*** Driver’s license required

***Financial Disclosure:*** None required

***Posting Date:*** January 13, 2023

***Closing Date:*** Open Until Filled

To apply, please submit a cover letter and resume or application to the Human Resources Office. Please reference the Position Title and Position Number on your resume and/or cover letter when applying for this position.

**PLEASE NOTE:** HOC Career and Term employees must submit employment applications within 5 business days of posting Date in order to receive first consideration.

HOC is an Equal Opportunity Employer.