



Housing Maintenance Technician - Project Homekey

Full-Time/Non-Exempt

Compensation: Salary range is negotiable, commensurate with experience.

Job will remain open until filled or an adequate applicant pool is identified.

Applicants are strongly encouraged to apply early.

Application Instructions & Selection Process

- Applicants must:
 - Read the Job Description.
 - Complete and sign the HASLO Employment Application.
 - Read all instructions - only areas marked as voluntary may be left blank.
 - Clearly indicate which position or positions in which you are interested.

- Return the HASLO Employment Application (pages 1-5 only) along with any desired attachments via:
 - Email in PDF format to jfranz@haslo.org (preferred for expedited delivery)
 - Fax to the attention of Human Resources (805) 543-4992
 - Deliver or mail to the HASLO office located at 487 Leff St, San Luis Obispo (the office is currently closed to the public, please use the after-hours drop box located to the right of the front door).

- Applicants will be rated according to qualifications and finalists will be offered an opportunity to interview.

- All applicants will be updated via email throughout the selection process (interview scheduling, etc.).

- Successful candidates will be required to provide satisfactory evidence of their identity and legal authority to work in the United States; and pass the pre-employment process which includes reference, criminal, background, credit and driving record checks, as well as a 5-panel drug test.

- Successful candidates will complete a six-month introductory period, during which their employment is at-will.

- Start Date: As soon as possible following completion of the hiring process.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



HASLO (Housing Authority of San Luis Obispo) is excited to announce that we are recruiting for several motivated individuals to join our Project Homekey. Project Homekey is a new supportive housing initiative in the City of Paso Robles, CA consisting of 63 studio apartments for the formerly homeless and persons at-risk of homelessness. The City of Paso Robles is a center for tourism on the Central Coast, and in the heart of California's finest wine country. In total, HASLO is recruiting for Supportive Housing Manager (licensed), Property Assistant, Maintenance Worker and Maintenance Technician.

Housing Maintenance Technician – Project Homekey

Full-Time/Non-Exempt

Under the general direction of the Maintenance Manager; performs semi-skilled and skilled tasks in the repair, alteration, painting and maintenance of Authority owned and managed properties. Position may be required to live on-site.

Additional Functions, Employment Standards and Requirements are detailed in the Job Description.

HASLO provides a generous benefits package, including:

- Insurance Benefits: A choice of three health insurance plans including a wellness rewards program, Dental, Vision, Life, LTD and ADD plans with employee coverage fully paid by the Authority. Dependent coverage is paid by the employee via pre-tax payroll deductions.
- CalPERS retirement program.
- Paid Time Off per year: 15 days of vacation to start (increase as years of service increase, up to 25 days per year); 10 paid sick days; 3 floating holidays; 9 paid holidays.
- A 9/80 work schedule with every other Friday off.

(Benefits described herein do not represent a contract and may be changed without notice.)

EO/AA Employer

Housing Maintenance Technician

Under the general direction of the Maintenance Manager; performs semi-skilled and skilled tasks in the repair, alteration, painting and maintenance of Authority owned and managed properties. On-site residence may be required.

Essential Functions

- Assist the Maintenance Manager and Property Supervisor in maintaining and monitoring the physical condition of Authority-owned and managed properties.
- Complete work orders and obtains the necessary materials and/or supplies to complete assigned work orders.
- Perform all phases of maintenance and repair on buildings, equipment and fixtures to keep all areas in good working condition.
- Report damage and prepare repair notices to tenants; make recommendations for repair, replacement, alteration or improvement of properties.
- Makes purchases from vendors using procurement procedures. Determines materials and quality needed.
- Participates in conducting annual inspections of properties; including condition assessments and identifying required repairs.
- Maintains and repairs equipment and tools. Performs minor servicing of Authority-owned vehicles.
- Operates automotive and other trade related equipment.
- Respond to emergency situations and take appropriate action including performing necessary repairs, contacting/coordinating with vendors and/or emergency services.
- May direct the work of lower skilled classes.
- Staff that reside on site must maintain a reasonable presence at the assigned property during evenings and weekend hours.

Employment Standards

Education, Training and Experience: Graduation from High School or GED and three years' experience in building maintenance.

Knowledge of: Advanced principles, methods, tools and materials of maintenance trades; skills comparable to journeyman mechanic; occupational hazards and appropriate safety precautions. Modern office practices, procedures and equipment; specifically Microsoft Office Suite and Internet; proper telephone/voice mail system methods and procedures.

Ability to: Perform semi-skilled and skilled work in carpentry, plumbing, roofing, painting, mechanical, heating, ventilation, air conditioning, electrical trades and operate

hand/power tools. Demonstrate excellent organizational skills and attention to detail; communicate effectively; use computer systems and programs. Perform duties independently; thrive in a high pressure environment; adapt to changing priorities and deadlines. Demonstrate flexibility, patience and tolerance; excel in public relations and deliver excellent customer service; maintain impartiality, objectivity and confidentiality. Establish and maintain professional working relationships with those contacted in the course of work; effectively interact with persons from all socioeconomic and cultural backgrounds.

Physical Demands: This classification primarily involves fieldwork including: walking, standing, bending, stooping, squatting, kneeling, crouching, crawling, reaching, pulling; the coordinated use of fingers, hands, arms and knees; handling tools and equipment; frequent lifting, carrying of objects weighing up to 50 pounds, and occasionally weighing up to 100 pounds.

Working Conditions: Exposure to power equipment, dust, noise, fumes, odors, chemicals, inclement weather, insects and rodents. Protective equipment is provided where necessary.

Special Requirements: A Fit Test must be passed when duties require the use of a respirator. Must be insurable by HASLO's automobile insurance carrier which requires a valid driver's license and a good driving record.

This Job Description is a guideline reflecting the principle activities associated with this position; it is not intended to be an all-encompassing list of responsibilities, skills, efforts, or working conditions. HASLO retains the right to assign other related duties; change or modify this job description at any time.



Benefits & Paid Time Off

Detailed plan information is available upon request and provided during new hire orientation.

Insurance Benefits (Employees who consistently work more than 30 hours per week)

- **Health, Dental & Vision**
 - Enrollment begins on the 1st of the month following 30 days of employment.
 - Employee premiums are paid by the Agency.
 - Dependent premiums are paid by the employee via pre-tax payroll deduction.
 - Health Plan includes a Wellness Rewards Program.
- **Life/ADD/LTD**
 - Enrollment is mandatory upon completion of the introductory period.
 - Premiums are paid by the Agency.
- **Death Benefit**
 - Enrollment begins after 1 full year of Regular Full-time employment.
 - The employee's estate will receive 1 month of pay for each full year of service after the 1st year, up to a maximum of 6 months' pay.
 - Coverage is paid by the Agency.
- **Supplemental Plans**
 - Employees may elect to add the following coverage w/premiums paid via payroll deductions (no employer contribution).
 - Flexible Spending Account (pre-tax)
 - Disability (post tax)
 - Accident (pre & post tax depending on plan)
 - Life (pre & post tax depending on plan)
 - Cancer (pre & post tax depending on plan)
- **Coverage Upon Retirement**
 - Employees hired on or after January 1, 1998 who retire may choose to remain at the HASLO negotiated rate for Health, Dental and Vision plans at their own cost with premium payments due to HASLO each month.

Retirement (Employees who consistently work more than 20 hours per week)

- **CalPERS**
 - Mandatory participation in the State of California Public Employees Retirement System immediately upon employment.
 - Contributions are paid by the employee via pre-tax payroll deduction and the employer.
- **Supplemental Income 457 Plan**
 - Upon completion of the introductory period, employees who are eligible to participate in CalPERS may defer any amount, subject to annual limits, from each paycheck on a pre-tax or after-tax basis.
 - There is no employer contribution to this plan.

Worker's Compensation Insurance: Paid in full by employer.

Unemployment Insurance: Paid in full by employer.

State Disability Insurance: Paid by employee via payroll deduction.

Social Security: Paid by employee & employer

Career Education Reimbursement

With prior approval of the Executive Director and a passing grade: time off allowed for work-related educational activities and reimbursement of costs of books/tuition for work-related educational activities.

Paid Time Off

- **Holidays** (Employees who consistently work more than 20 hours per week)
 - Holiday leave becomes available upon employment.
 - 9 paid holidays per year (HASLO office is closed).
 - 3 floating holidays per year accrued on February 1st, June 1st & October 1st. Maximum unused balance is 4 ½ days (accrual stops when maximum is reached and restarts when balance falls below maximum).

- **Vacation** (Employees who consistently work more than 20 hours per week)
 - Begins accruing immediately and becomes available upon completion of the introductory period.
 - 1 to 7 years = .05769 hours per eligible hour (approximately 15 workdays per year)
 - 8 to 14 years = .07692 hours per eligible hour (approximately 20 workdays per year)
 - 15+ years = .09615 hours per eligible hour (approximately 25 workdays per year)
 - Maximum unused balance is 37 ½ workdays (accrual stops when maximum is reached and restarts when balance falls below maximum).
 - Once during each fiscal year, eligible employees will be permitted to “cash-out” a portion of their unused balance.

- **Sick Leave**
 - Begins accruing immediately and becomes available upon completion of 90 days of employment.
 - Employees who consistently work more than 20 hours per week:
 - Accrue 10 workdays on January 1st of each year. Accruals are prorated for the first year of employment (example: Employee hired June 15th would receive 6 ½ workdays).
 - 100% of unused Sick will carry over to Long Term Sick on December 31st of each year, up to a maximum of 40 workdays.
 - Employees who work less than 20 hours per week:
 - Accrue 24 hours on January 1st of each year.
 - 50% of unused Sick will carry over to Long Term Sick on December 31st of each year, up to a maximum of 48 hours.

Office Use Only
(Please only date stamp 1st page)
Date Received:



Employment Application

Instructions: Candidates must follow all instructions and fully complete this application, including initials and signature on page 4, to be considered for employment; only the areas marked as voluntary may be left blank. A resume may be included with your application but is not required. It is unacceptable to put only "see resume" in any section. Clearly indicate which position or positions in which you are interested. If you require any accommodation(s) during your employment interview, please request such in advance of the interview.

Applicant Information

Date: _____

For what position are you applying: _____
(Exactly as it appears on the HASLO Job Description)

Name: _____
First Middle Last

Address: _____
Number Street City, State, Zip Code

Telephone #: (Cell) _____ (Home) _____

Email Address: _____

Date available: _____ Type of Work Desired: Full Time Part Time Temporary

Desired Schedule: _____ Days available to work: Mon Tue Wed Thu Fri Sat Sun

Will you work overtime, if requested: Yes No Salary Expectation: _____ per (check one) Hour Month
(Total hours and schedule are at discretion of management)

If the position requires, are you willing to reside on site? Yes No

Employment History

Instructions: List your most recent employer first and account for all gaps in employment (attach additional pages if necessary).
If you are currently employed, state why you are seeking other employment under "Reason for leaving".

Are you attaching additional pages accounting for gaps in employment? Yes No

May we contact your present employer? Yes No N/A (Not currently employed)

Job 1

Job Title: _____ Reason for leaving: _____

Employer Name: _____ Supervisor: _____

Address: _____ Phone No: _____

From (month/year): _____ To (month/year): _____ Type of work: Full Time Part Time Temporary

Brief Description of Duties: _____

Job 2

Job Title: _____ Reason for leaving: _____

Employer Name: _____ Supervisor: _____

Address: _____ Phone No: _____

From (month/year): _____ To (month/year): _____ Type of work: Full Time Part Time Temporary

Brief Description of Duties: _____

Job 3

Job Title: _____ Reason for leaving: _____

Employer Name: _____ Supervisor: _____

Address: _____ Phone No: _____

From (month/year): _____ To (month/year): _____ Type of work: Full Time Part Time Temporary

Brief Description of Duties: _____

Job 4

Job Title: _____ Reason for leaving: _____

Employer Name: _____ Supervisor: _____

Address: _____ Phone No: _____

From (month/year): _____ To (month/year): _____ Type of work: Full Time Part Time Temporary

Brief Description of Duties: _____

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Skills & Education

Have you read the HASLO Job Description for this position? (Available on www.haslo.org) Yes No

Based on the HASLO Job Description, can you perform the tasks of this position with or without accommodation? Yes No

Typing Skill Level: _____ WPM

Are you proficient in any language other than English? Yes No If Yes, identify below:

Language: _____ Check all that apply: Speak Read Write

Language: _____ Check all that apply: Speak Read Write

Do you possess a professional or trade license or certificate? Yes No If Yes, identify below:

Type: _____ Issued by: _____ Exp. Date: _____

Type: _____ Issued by: _____ Exp. Date: _____

List specific work skills that you possess, including computer/software applications and level of proficiency [Beginner, Intermediate, Expert] (N/A if none):

	Institution Name	Field of Study	Years Completed	Graduated (Yes or No)
High School				
College/University				
Business/Technical				
Additional				

Are you currently enrolled in school: Yes No

If Yes, what School: _____ Field of Study: _____

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Personal

Have you ever used another name? Yes No List all other names: _____

If hired, can you submit proof of identity and legal right to work in the United States? Yes No

If you are under 18 years of age, can you provide a work permit? Yes No N/A

Do you have a valid Driver License? Yes No If Yes, from what state: _____

Have you ever lost or been denied a security clearance? Yes No

If Yes, explain: _____

List any professional organizations to which you belong (N/A if none):

Voluntary: Any organization that would indicate membership in a protected class may be omitted.

List two references (persons familiar with your work or academic background, excluding former supervisors):

NAME	OCCUPATION	PHONE	EMAIL
NAME	OCCUPATION	PHONE	EMAIL

List names of any relatives or acquaintances ever employed by our company (N/A if none):

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Military This section is voluntary

Are you a veteran: Yes No

If Yes, please indicate any skills acquired during military service that may be of interest or value to us:

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Agreement

By initialing and signing below, I am agreeing to all of the following (wet initial/signature required – typed initial/signature will be rejected):

1. _____ I attest under penalty of perjury that the information contained in this application is true, complete and accurate.
2. _____ I authorize investigation of all statements contained in this application form if I am considered for employment. I also authorize previous employers, personal references named, or any other person to whom the company may refer, to give any and all information regarding my employment or scholastic standing together with any other information, personal or otherwise, that may or may not be on their records.
3. _____ I understand that failure to follow all application instructions, misrepresentation/omission of any facts called for herein, receipt of unsatisfactory references, or failure to pass a required medical examination, will be sufficient cause for disqualification from employment (or for my dismissal if I have already been employed).
4. _____ I understand and agree that nothing contained in this application, or conveyed during any interview which may be granted, or during my employment if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if hired, my employment will be “at will” for no definite or determinable period of time, and may be terminated at any time, for any reason or for no reason at all, with or without prior notice, at the option of the company or me.

Printed Name: _____

Signature: _____ **Date:** _____

