

MIGRANT MAINTENANCE ASSISTANT

DEFINITION/PURPOSE: Implement the efficient and effective use of the housing facilities of the Buena Vista Migrant Center. During the "off-season," and as needed, participate in the maintenance of the Migrant Center and other housing locations, as assigned.

DISTINGUISHING CHARACTERISTICS: This classification is distinguished from the higher level classification of Migrant Center Manager by the absence of overall responsibility for both maintenance and administration of the residence program of the Buena Vista Migrant Center. It differs from the lower level class of Maintenance Worker its requirement for oversight of the day-to-day maintenance program and the requirement to represent the Authority to the tenants in the absence of higher authority.

SUPERVISION RECEIVED AND EXERCISED: Under direction of the Property Management Director for tenant services and facilities maintenance. Provide general supervision to assigned maintenance personnel.

ESSENTIAL JOB FUNCTIONS: Duties may include, but are not limited to the following:

- Assists in implementing plans and procedures for the housing of and services to migrant families. Assure decent, safe and sanitary conditions of the facilities.
- As on-site personnel, enforce housing rules and collect rents.
- Assemble data for monthly maintenance reports.
- Counsel tenants relative to maintenance problems or needs. Identify residential maintenance needs, with special emphasis on safety and security aspects. Call Sheriff's Department and fire department as necessary to respond to incidents. Maintain active liaison with law enforcement and other public agencies as may benefit tenants.
- Implement and enforce established rules and regulations applicable to tenants, including informing and counseling residents of violations. As directed by the department head, take corrective action on violations. Collection of fines.
- May recommend termination of residents for rules violations.
- Conduct periodic inspections of rental units, before and during occupancy, and determine acceptable maintenance levels and assure decent, safe and sanitary conditions. Assess damage claims and recommend charges to tenants.
- Conduct inspection of all completed maintenance work.
- Request maintenance work orders, plan and execute maintenance reports for assigned locations.
- Coordinate and schedule the monthly meetings of the Tenant Council as directed by the department head. Serve as advisor to the Tenant Council. Assist the Tenant Council, receive recommendations from selected representatives and initiate action where policy permits or where authorized by supervisor.
- Order maintenance supplies and equipment through agency's central office. Expend agency funds as authorized.
- Manage Migrant Center Office. Order supplies and equipment through central office. Expend funds as authorized.
- Train, assign and review work, and evaluate assigned staff.
- Assign observed and requested maintenance needs to maintenance personnel. Evaluate capabilities of staff to provide needed maintenance services and recommend use of on-call maintenance contractors.
- Assure that buildings, grounds, facilities, and equipment maintenance schedules are met. Coordinate schedules with the department head.
- Assure that housing units are prepared for yearly occupancy in accordance with Authority standards for health and safety.
- Responsible for minor mechanical work on assigned vehicles and equipment.
- During the off-season, work with the maintenance personnel to maintain and upgrade the structures, grounds, facilities and equipment of the Migrant Center and other farm labor housing locations.
- Maintenance which may include plumbing, electrical, carpentry, grounds work; work with hand and power tools.

OTHER JOB FUNCTIONS:

- May be called back to respond to off-hour emergencies.
- May be required to participate in training of staff.
- Perform related duties as assigned.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge and Abilities - Be courteous, exercise judgment, discretion and maintain confidentiality in dealing with clients, general public, and co-workers. Communicate effectively in English and Spanish in written and oral expression. Fluency in conversational Spanish is desired and may be required for specific positions. General background in management, supervision, and maintenance of housing, apartment complexes, or other rental property. Basic familiarity with building codes, maintenance techniques, purchasing procedures and supervisory techniques. Plan, supervise and coordinate the work of others; work cooperatively and harmoniously with other employees and tenants; write clear and concise reports. Operate an automobile or truck and facility mechanical equipment. Perform and supervise maintenance and repair activities.

Licenses - Possession of, or ability to immediately obtain, a valid California Driver's License.

Physical Requirements/Work Environment - Ability to work indoors and out of doors in variety of temperatures and weather. Use hand and power tools. Work in a variety of locations, including heights and confined spaces requiring significant mobility. Handle chemicals and herbicides, not including those requiring State licensing. Lift objects of up to 100 pounds.

Other - Employee may be required to use his/her personal vehicle, reimbursed at the agency authorized rate, in the performance of duties. When so required, must show proof of and maintain automobile insurance coverage that meets the minimums specified by agency policy.

- The employee may be required to live at the migrant center. If required to live on site, such housing will be considered to be part of compensation.
- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service (INS).
- Fluency in conversational Spanish is required.
- Be bondable.

MINIMUM EXPERIENCE AND EDUCATION TO PERFORM ESSENTIAL JOB FUNCTIONS:

Any combination of experience and education that provides the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and accrue the abilities would be:

Experience - Two years of increasing responsibility in the administration of housing programs, apartment complexes or other rental property; the maintenance of buildings, grounds, equipment and other facilities, preferably associated with housing. Experience and familiarity with problems of migrant families is desired.

Education - Completion of twelfth grade or recognized equivalent.

The Housing Authority of the County of Santa Cruz is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.