

Submit resume by going to [www.cityofwaterlooia.com](http://www.cityofwaterlooia.com) clicking on Job Vacancies, reviewing the Housing Maintenance description and following directions to submit cover letter and resume. **We will not accept mailed, faxed, hand-delivered or directly emailed resumes.** Deadline to submit resume Noon on Friday, November 16, 2018.

**CIVIL SERVICE NOTICE  
CITY OF WATERLOO, IOWA  
OPEN EXAMINATION**

**HOUSING MAINTENANCE**

**DEPARTMENT** : **COMMUNITY PLANNING & DEVELOPMENT  
WATERLOO HOUSING AUTHORITY**  
**SALARY** : **\$21.03 per hour with \$.50 increases after 6 months and 1 year**  
**FLSA** : **NON-EXEMPT**  
**CIVIL SERVICE** : **INCLUDED**  
**BARGAINING UNIT** : **NON-BARGAINING**

**GENERAL STATEMENT OF DUTIES**

Semi-skilled maintenance position responsible for the completion of a variety of maintenance and labor activities on property and housing owned and/or operated by the Waterloo Housing Authority. The work is performed under the general direction of the Inspector/Maintenance Supervisor and Waterloo Housing Authority Director, but leeway is given for the exercise of independent judgment. May direct the work of temporary or seasonal employees.

**EXAMPLES OF ESSENTIAL FUNCTIONS**  
**(Illustrative Only)**

These functions are considered essential for successful performance in this job classification.

1. Assists in performing minor HVAC, plumbing, carpentry and electrical repairs on housing owned and/or operated by Waterloo Housing Authority.
2. Assists in general upkeep of grounds.
3. Performs general custodial duties such as painting, cleaning and light repair on housing owned and/or operated by the Waterloo Housing Authority as assigned by the Inspector/Maintenance Supervisor.
4. Shows vacant apartments to prospective tenants, inspects apartments with tenants and prepares apartments for new renters.
5. Uses hand and powered tools to perform maintenance and repairs.
6. Communicates with tenants, Housing staff and the public orally and in writing.
7. Responds to tenant complaints, questions and requests for service promptly and respectfully or refers them to appropriate person.
8. Works in cramped or difficult to reach areas.
9. Works from ladders, scaffolds or man-lift up to twenty feet high.
10. Lifts and carries items weighing up to 40 pounds on a frequent basis; occasionally carries items such as bags of salt or air conditioning units weighing up to one hundred pounds with assistance.
11. Works inside and outside; works in all weather conditions; walking surface may be uneven, wet, muddy or slippery; work environment may be dirty; works around mechanical and electrical hazards; operates tools and equipment that cause vibration; mobility is limited at times.
12. Moves physically from one Housing Authority facility or property to another with tools and equipment; operates passenger-type vehicle, snow blower, powered and hand tools and shovels snow.

13. Responds to maintenance emergencies on weekends, evenings and holidays, as assigned.
14. Performs work of a repetitive nature and varied workload pace.
15. Works independently and with others with minimum supervision.
16. Attends work regularly at the designated place and time.
17. Performs all work duties and activities in accordance with City policies, procedures and OSHA, City and Community Planning & Development rules and regulations.
18. Performs all other related duties as assigned.

**REQUIRED KNOWLEDGE & ABILITIES**

1. General knowledge of boiler operations, electrical, plumbing, carpentry and HVAC maintenance.
2. Knowledge of occupational hazards and safety precautions necessary when performing building and grounds maintenance and custodial operations and ability to observe appropriate safety precautions.
3. General knowledge of standard practices, tools, terminology, materials and procedures involved in building maintenance and custodial operations.
4. Ability to train, schedule and direct the work of temporary or seasonal employees.
5. Ability to make decisions based on Housing regulations and standard operating procedures.
6. Ability to complete daily work logs and maintenance records.
7. Ability to read the English language and communicate with tenants, staff and the public orally and in writing.
8. Ability to complete assigned work projects without direct supervision.
9. Ability to communicate effectively and maintain working relationships with tenants, coworkers and supervisors, give and receive instructions and perform required record keeping.

10. Ability to read and understand chemical hazard labels and safely work with hazardous chemicals found in household cleaners and pesticides.
11. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds including being sensitive to the needs of elderly and disabled tenants.

**ACCEPTABLE EXPERIENCE & TRAINING**

1. High school graduate/GED.
2. Minimum one year experience in light building maintenance and general custodial work  
**OR**  
Any equivalent combination of training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.
3. Must possess and maintain Iowa Driver's License and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; three or more at-fault accidents within a three-year period. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire.

## **ESSENTIAL PHYSICAL ABILITIES**

The following physical abilities are required with or without reasonable accommodations.

1. Sufficient personal mobility to stoop, kneel, reach, turn, crawl, climb or crouch during extended periods of time in cramped or difficult to reach areas.
2. Sufficient strength and stamina to perform strenuous activity up to eight hours per day including carpentry, HVAC, electrical, plumbing and other general building and grounds maintenance and repair duties and to perform assigned tasks include lifting and carrying up to forty pounds without assistance or additional weight with assistance.
3. Sufficient speech and hearing that permits the employee to communicate effectively with other workers and tenants in person or over a telephone, to understand verbal instructions, to respond to questions from the public, to diagnose equipment malfunctions and to safely operate equipment and tools.
4. Sufficient depth perception, distance and peripheral vision to safely operate vehicles and equipment in all weather conditions; sufficient dexterity to safely operate powered and manual construction tools and equipment.
5. Sufficient color vision to identify indicator lights on electronic control panels, electrical wiring, heating, cooling and plumbing pipes.
6. Sufficient personal mobility that permits the employee to move physically from one City or Housing Authority facility or property location to another with tools and equipment.
7. Sufficient manual dexterity and grip/grasp ability to use hand tools and powered tools for general maintenance and repair of buildings and grounds.

## **MISCELLANEOUS**

1. Must wear personal protective equipment such as safety shoes, safety glasses and hearing protection as required by specific job duty.
2. The City of Waterloo will conduct a background investigation including employment, education and criminal history checks on any applicant being considered for this position.

3. Following a conditional offer of employment, the City of Waterloo requires a physical examination by a physician of the City's choice, including a drug test, to determine if an applicant is capable of performing the essential functions of this job classification. Failure to pass these tests will result in withdrawal of employment offer.
4. Must submit to and pass Civil Service examination procedures including a panel interview.

## **WORK SCHEDULE**

8:00 a.m. to 5:00 p.m. Monday-Tuesday; 8:00 a.m.-3:00 p.m. Wednesday-Thursday; 8:00 a.m.-Noon Friday; one hour unpaid lunch on full work days. Remaining 8 hours worked during nights and weekends as needed. Must respond to emergency calls on weekends, evenings and holidays.

## **EXAMINATION INFORMATION**

All qualified applicants who apply by the deadline date will be required to appear before an interview panel consisting of a minimum of three people who have expertise in the areas being tested. An individual must receive a minimum average score of sixty points out of one hundred to achieve a passing score on the interview. The top applicants, as ranked by their score on the interview, will be the individuals placed on the certified list. Applicants who qualify as outlined and are full time regular employees of the City of Waterloo shall have one additional point per full year of employment up to a maximum of five points added to their final score. Honorably discharged men and women from the military or naval forces of the United States who qualify per provisions of Chapter 35 of the Code of Iowa and who are citizens and residents of the United States shall have five additional points added to their final score upon submission of their DD214 or ten points added if they were awarded a Purple Heart or have a service connected disability. Employment is contingent on passing a background investigation on any applicant being considered for this position.

## **INTERVIEW DATE**

Qualified candidates who apply by the deadline date will be notified of the time, place and date of the interview.

**[Click Here to Apply](#)**

**A.A./E.E.O.**

**Minority, female & disabled individuals are encouraged to apply.**