



# Bloomington Housing Authority

1007 N Summit St (812) 339-3491  
Bloomington, IN 47404 fax: (812) 339-7177

## Job Opening Announcement

July 23, 2021

### Maintenance Tech III

**Job Status:** Full-Time  
**Shift:** 8:00 AM - 4:00 PM with on call hours as needed  
**Days:** Mon., Tue., Wed., Thu., Fri, and On Call.  
**Details:** Posted on July 23, 2021 and closes on August 13, 2021 at 11:59pm

The Bloomington Housing Authority is seeking Maintenance Tech III to provide support to the affordable housing program portfolio of 312 multi-family rental units. An employee occupying a position in this class must be able to take instruction, follow through, and work independently. This person must learn and perform assigned maintenance routine without daily instruction, assistance, or supervision and instruct other maintenance mechanics and other semi-skilled and unskilled workers. This person will also share on-call duties with other maintenance employees and is required to work during any seasonal crisis or natural disasters such as but not limited to, winter blizzards, floods, and storms. This person will be required to perform any duties that might reasonably be assigned to this position.

#### Primary Responsibilities:

- Perform rehabilitation of apartments, i.e., trash disposal, drywall patching, electrical, carpentry, plumbing, or any work needed to make unit habitable.
- Make estimates of labor, time, costs, and materials for assignments, unstop sewers and drains, provide reasonable care and maintenance, and assume accountability for assigned, issued, and/or tools, equipment, or vehicles owned by the BHA.
- Perform installation, repair, and maintenance at the journey-level in one or more of the trades listed in the technical skills below and at sub-journey-level in one or more of these trades and have, at minimum, a Recover Refrigerant Type II HVAC Certification.
- Perform duties as required by work orders including preventive and routine maintenance.
- Perform after hour emergency call services on a weekly rotation basis and work during any seasonal crisis or natural disasters such as but not limited to, winter blizzards, floods, and storms.
- Repair units as cited by City of Bloomington Housing code and other state and federal inspection programs.
- Repair furnaces, air conditioners, and appliances as needed; perform preventive and routine maintenance
- Exterior work, i.e., grounds pick-up, weed, snow and ice removal from parking lots and sidewalks, minor roof repair.
- Maintain work area(s), work trucks, and assigned spaces in safe and orderly conditions; practice job safety at all times.
- Operate power tools and equipment and operate BHA vehicles, perform preventive maintenance and minor repair of equipment and vehicles.



- Assist Maintenance Technician II when necessary and guide and assist Technician I or other semi-skilled workers when necessary & notify appropriate personnel when items/materials are needed.
- Maintain good rapport with residents, outside contractors, and other BHA employees
- Maintain appropriate paperwork as prescribed by the Property Manager or their designee; such as invoices, receipts, materials & supplies used in units or on grounds, and labor hours spent on project(s).
- Must attend inspection oversight training.
- Perform special projects as assigned by Property Manager or their designee
- Must check and respond to email as needed.

**Behavioral Skills:**

- Self-directed with the ability to successfully solve problems independently;
- Ability to make sound decisions;
- Establish and maintain good working relationships with others;
- Detailed oriented;
- Ability to keep certain information confidential;
- Communicate well with others (oral and written) with good organizational skills;
- Excellent attendance record;
- Able to give and receive constructive criticism;
- Ability to embrace change, and
- Commitment to BHA Mission.

**Technical Skills**

- Carpentry skills
- Appliance repair
- Unit turnovers
- Basic understanding of City Rental Occupancy Code
- Knowledge of workplace safety procedures.
- Electrical knowledge.
- HVAC knowledge.
- Plumbing knowledge.

**Working Conditions:**

- The majority of the work is located in residential units, outdoors, and in all kinds of weather conditions.

**Qualifications:**

- **Education:** Must have equivalency of high school education via diploma/GED.
- **Experience:** Three to five years of experience in maintenance work including carpentry repair, HVAC maintenance, electrical repair, and residential plumbing required. Journeyman level required. Five to seven years maintenance experience preferred.
- **Certificates & Licenses:** Valid State Issued Drivers' License and insured. EPA Certification preferred.
- **Other Requirements:** Authorized to work in the United States (The BHA validates authorization to work using eVerify.)



**Benefits (Full Time Only):**

- 401(k) Retirement Plan
- Health Insurance
- Health Savings Account contribution
- Dental Insurance
- Vision Insurance
- Employee Assistance Program
- Life Insurance
- Paid Time Off
- Personal Time
- Paid Holidays

**Salary Range:** \$16.77-21.88/ hourly

**\*\*How to Apply:** Interested applicants should submit a **cover letter and resume** to Kalen Richmond, Administrative Assistant at [krichmond@blha.net](mailto:krichmond@blha.net). \*\*

**About BHA:** The Bloomington Housing Authority was established in 1961 while its first development of affordable housing units was completed in 1968. Currently, the BHA employs a staff of 29 employees and provides housing assistance to over 2,500 Monroe County households each year. The BHA operates three affordable housing communities and provides more than 1,300 Housing Choice Vouchers, also known as Section 8, that allow income eligible families to rent in the private market. Along with housing assistance, the BHA maintains active service coordination programs including the Family Self-Sufficiency Program and Community of Empowerment Program. In July 2018, the BHA released its current Strategic Direction 2018-2030 Plan called “Bloomington Housing Forward” which outlined affordable housing portfolio preservation and improvements through the HUD RAD program among many other goals. More information about BHA can be found online at [www.bhaindiana.net](http://www.bhaindiana.net).

**BHA is an equal opportunity employer** and does not discriminate against any employee or applicant because of race, color, sex, religion, age, sexual orientation, familial status, disability, handicap, national origin, ancestry, gender identity, veteran status, military status, housing status or any status protected under federal, state or local law.

