



# Join Our Team

## An Exciting and Rewarding Career Opportunity

### Southern Nevada Regional Housing Authority

Announcement Number	Job Title
<b>24-001</b>	<b>Maintenance Mechanic</b>
Number of Openings	Compensation (Depending on Experience, DOE)
1 or more (Full-Time, 7 AM to 6 PM, Mon-Thurs)	\$52,609.85 (Step 1) - \$84,104.80 (Step 20) annually <i>The typical starting range for this position is between \$52,609.85 and \$58,071.52, DOE</i>

Opening Date	Closing Date
<b>January 8, 2024</b> <i>Applications are reviewed on a rolling basis.</i>	<b>March 7, 2024, (or until filled)</b> <i>The closing date may be earlier based on the number of applications received.</i>
To Apply and Required Documents	Conditions of Employment
<p>This position is open to both internal and external applicants. Applicants should:</p> <ul style="list-style-type: none"> <li>Complete an application online - to apply click <a href="#">here</a></li> <li>Submit a cover letter and resume</li> </ul> <p><b>Incomplete applications will not be considered.</b> <i>*Applicants who meet minimum qualifications are not guaranteed an interview.</i></p>	<p>Upon a conditional offer of employment, the candidate <b>must</b> successfully:</p> <ul style="list-style-type: none"> <li>Complete a background investigation which may include: (education, criminal history, credit, fingerprints, and DMV)</li> <li>Pass a workplace drug test, within 72-hours*</li> <li>Possess a valid State of Nevada driver's license</li> <li>Possess a clean driving record</li> </ul>

***\*As a federally-funded employer, although legal in the state of Nevada, marijuana is restricted under Federal guidelines.***

Employee Benefits
<p>Pay is only part of the generous total compensation package you receive while working for our premier agency. Employees enjoy a 3-day weekend; free parking; 2 weeks vacations (years 1 and 2); 13 sick days; 13 paid holidays, including your birthday; medical, dental, and vision insurance – 100% employer paid (employee only); health and dependent care flexible spending accounts; life and long-term disability insurance (employer paid); 457B Deferred Compensation Plan; Public Employee Retirement System (PERS) – 100% Employer-Funded or Employee/Employer-Funded (50%/50%); Employee Assistance Program (EAP); and a host of voluntary employee benefits options. Student loan forgiveness is available to qualified individuals, pursuant to the Public Service Loan Forgiveness (PSLF) program.</p>

Overview
<p>The Southern Nevada Regional Housing Authority (SNVRHA) is currently recruiting <b>Maintenance Mechanics</b> to join our team. Through its public housing programs, SNRHA provides affordable housing to low- and moderate-income households. Our team is comprised of 200+ committed and caring professionals who support our mission and the clients and communities we serve. Our success is built upon the contributions of our valued employees. To learn more, please visit us online - <a href="http://www.snvrha.org">www.snvrha.org</a>.</p> <p>If relocating from out-of-state, more than its famous Strip which provides endless entertainment opportunities for locals and tourists, Las Vegas, Nevada also offers a family-friendly environment with wonderful neighborhoods, affordable living, warm weather, outdoor wonders (hiking, climbing, snow-skiing, boating, sightseeing, and more), professional sports, and world-class restaurants. Las Vegas is home to the University of Nevada, Las Vegas (UNLV) and a few hour's drive to beach destinations in Southern California, the Grand Canyon in Arizona, and national parks and ski resorts in Utah. Nevada is among the most tax-friendly states in the U.S. with residents enjoying no state income tax, no county income tax, no inheritance tax, and lower property taxes.</p>

Position Summary
<p>The <b>Maintenance Mechanic</b> is responsible for conducting both preventative and general maintenance and repairs on the assigned property(ies) structures and equipment. They ensure that all units and common areas of the property are safe, sanitary, and habitable and that all heating, cooling, electrical, and plumbing systems are performing at optimum functionality, and daily upkeep of the landscape to maintain curb appeal. The incumbent will perform a variety of <b>skilled</b> work in the daily maintenance, repair, and alteration, of appliances, equipment, and fixtures in several of the building trades but not limited to the areas of heating and air conditioning (HVAC), carpentry, electrical, painting, plumbing, and construction of SNRHA's facilities all while meeting and maintaining agency standards, department occupancy, and financial goals.</p>

**Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer**

*SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.*

## Duties and Responsibilities

This announcement is a summary of typical job functions and not an exhaustive or comprehensive list of all duties and responsibilities. This position is accountable for performing the following duties and responsibilities, with or without reasonable accommodation.

- Install, maintain, repair, replace, troubleshoot, and diagnose gas and electric heating systems, air conditioning and refrigeration systems components, and parts including but not limited to controls, valves, pilot assemblies, thermostats, coils, compressors, condensers, evaporators, motor relays, ducts, registers, dampers, roof jacks, and assorted heating, air conditioning, and refrigeration systems including cleaning furnaces and replacing filters; ensure safe and efficient operation of heating and air conditioning and refrigeration systems by industry codes and standards.
- Install, maintain, repair, and replace the full range of plumbing systems, components, and parts including but not limited to hot and cold-water lines, sewer lines, building drains, gas and electric water heaters and elements, toilets, sinks, lavatories, showers, tubs and fixture trim, faucets, drains, and traps; pumps; and related appurtenances on all types of pipe and fittings.
- Install, maintain, and repair the full range of electrical systems, components, and parts including but not limited to; electrical fixtures, circuits, breakers, fuses, receptacles, switches, lighting, and interior and exterior wiring and conduit, motors, and pumps; space heating equipment, wall and baseboards heaters, and related items.
- Perform the full range carpentry, duties as assigned including but not limited to installing, remodeling, repairing, and replacing a variety of facility components such as counters, tables, desks, bookshelves, cabinets, partitions, walls, windows, glass, screens, shades, drapes, curtain rods, doors, trim baseboards, door casings, door jambs, thresholds, weather stripping, caulking, and related items and fixtures, and construct a variety of specialized items as required.
- Install, maintain, repair, replace, troubleshoot, and diagnose appliances including but not limited to gas and electric ranges and stoves, refrigerators, water fountains, garbage disposals, dishwashers, and related appliances; and perform preventative maintenance.
- Install, maintain, repair, and replace, door locks, passage sets, deadbolts, panic hardware, door stops, and associated components on wood, metal, and other doors; re-key cylinders; replace parts; maintain records of locks used and installed; repair garage doors including replacement of rollers, locking devised, and alignment.
- Install, maintain, repair, and replace various types of ceramic tile including but not limited to grout; laminated plastics; telephone lines and jacks; carpet; metal carpet strips, floor tile, linoleum, ceramic tile, or related floor and wall coverings; roof shingles, built-up or other roofing materials; interior and exterior fixtures including but not limited to towel bars, toilet tissue holders, soap trays, mailboxes, house numbers, clothes lines, and related items.
- Inspect properties daily, pick up debris, clean, and ensure a high-quality curb appeal.
- Respond to emergency calls during and after working hours as required including on-call assignments.

*This position is eligible for participation in the collective bargaining unit (SEIU) representing certain Southern Nevada Regional Housing Authority employees.*

## Minimum Qualifications

Minimum qualifications are intended to identify applicants most likely to perform successfully on the job. Applicants who meet minimum qualifications are not guaranteed an interview; however, are further assessed in order to determine how well they meet the minimum qualifications of the position and the immediate needs of the agency. Applicants should possess the following:

- High school diploma or GED.
- Three (3) years of relevant experience in residential building and/or facilities maintenance.
- **Demonstrated, hands-on, experience** in the following areas: **carpentry, plumbing, electrical, refrigeration, heating, and cooling.**
- HVAC Certification required, EPA Universal Type I and II required.
- Valid **Nevada** State-issued Driver's License and a satisfactory driving record.
- Excellent communication, problem-solving, crisis management, time management, and organizational skills.

## Preferred Qualifications

Preferred qualifications are desired qualifications above and beyond minimum qualifications that demonstrate additional education, experience, training, or other credentials. Preference may be given to applicants who possess the following preferred qualifications:

- Bilingual skills (English/Spanish).
- Experience working with a housing authority, government agency, or property management firm.
- Experience working with vulnerable populations.
- OSHA 10 or OSHA 30 certified

## Screening and Selection

Applicants who meet minimum qualifications may be further considered. Evaluation factors include but are not limited to, a cover letter and resume, writing samples, pre-employment testing/assessments, panel interviews, references, performance evaluations, and background investigation.

## Reasonable Accommodation

If you require a reasonable accommodation to participate in our hiring process, contact the HR Department (702.477.3170).

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