



**McDONOUGH**  
HOUSING AUTHORITY

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Gina Riffey, *Vice Chair*  
Rev. Dr. Edward Lee, *Commissioner*  
Charlie Tomlinson, *Commissioner*  
Todd Bond, *Commissioner*  
Leannette Duffey, *Commissioner*

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## **PART-TIME MAINTENANCE LABORER**

The Housing Authority of the City of McDonough is seeking a Part-Time Maintenance Laborer. The MHA is a small housing authority with a total of 118 low-income public housing units on three sites.

This type of work involves the performance of diversified duties in connection with repairs to and maintenance of buildings and grounds, requiring many skills such as carpentry for woodwork repairs, plumbing repairs, electrical and painting work. The qualified individual is expected to have general knowledge of and manual skills in repairing such items as plumbing, heating valves and pipes, electrical switches, water heaters, stoves, refrigerators, windows, doors, mechanical equipment and carrying out a full set of maintenance duties. This PT Maintenance Laborer may be required to work under inclement and undesirable conditions. The qualified individual will sometimes work independently and other times he/she will work closely with supervision. Work is often reviewed while in progress and upon completion for quality and timeliness of performance.

Candidate must have a valid Georgia driver's license, High School Diploma or GED equivalent. Must be able to pass a pre-employment drug test and background check. Two (2) years of experience in building maintenance, plumbing, painting, cleaning and/or an equivalent combination of technical training and experience to meet the required knowledge, skills and abilities. Must be bondable. HVAC certification or ability to obtain EPA certification for the proper handling of Freon and other refrigerants within twelve (12) months. Must be able to lift large items, climb, stoop, stand for long periods, carry, load and unload, move large items, and other related physical activities common to maintenance work.

Resumes and employment applications will be accepted through October 4, 2022 at 12pm at the information listed below. You can come by our office for an employment application. Candidates are encouraged to review the qualification requirements and submit specific evidence of experience in the above areas. **NO PHONE CALLS PLEASE.** Resumes should be submitted to:

Alisha Brown, Office Administrator  
**McDonough Housing Authority**  
P.O. Box 23  
345 Simpson Street  
McDonough, GA 30253  
Fax: 770-957-1593  
Email: [abrown@mcdonoughha.org](mailto:abrown@mcdonoughha.org)



***McDonough Housing Authority is an Equal Opportunity Employer.***

**Job Title: PART-TIME MAINTENANCE LABORER- SEPTEMBER 2022****REPORTS TO:** Maintenance Supervisor**JOB SUMMARY:**

Under the general supervision of the Maintenance Supervisor, the technician in this position is responsible for a variety of skilled and unskilled tasks relating to maintenance and upkeep of all buildings, structures, grounds and equipment on all three properties. The PT Maintenance Laborer will work no more than 30 hours on a weekly basis with potential overtime when needed and approved by management.

**MAJOR DUTIES:**

- Must practice safety precautions and be safety conscious at all times.
- Performs required planned and corrective (repair) maintenance to building surfaces, fixtures, systems and equipment.
- Performs equipment planned maintenance tasks as: checking proper equipment operation; lubricating bearings; changing air filters; and cleaning heat exchanger and condenser coils.
- Performs electrical and plumbing system- planned maintenance tasks such as: inspecting plumbing fixtures for leaks and repairs; checking drain lines to insure they are free of obstruction; checking appliances for proper operation; testing light switches and electrical outlets; and conducting ground fault detection tests, as well as, panel boxes and meters.
- Performs such mechanical tasks as repairing and/or replacing space temperature and HVAC equipment controls.
- Performs such carpentry work as: hanging doors and installing windows; replacing/repairing door and window hardware; re-glazing windows; installing and/or replacing cabinets and handrails; repairing roofs, gutters, and downspouts; replacing floor tiles; and patching plaster walls and ceilings.
- Performs such masonry work as: patching cracked concrete; replacing broken masonry blocks and ceramic tiles; re-grouting ceramic tile; and sealing concrete and exterior brick.
- Performs such plumbing tasks as: replacing faucet washer seats, stems, spigots, and hardware; resetting commodes, tubs and sinks; repairing water leaks; replacing and/or repairing flush valves or flush tank hardware; and clearing clogged drains and soil lines; maintain and replace gas meters and valves; troubleshoot gas systems and test gas lines for corroding protection, including the repair and/or replacement of underground utilities.
- Performs such painting task as: preparing surfaces for painting by patching plaster holes, sanding, scraping or masking; painting with brushes, rollers, or sprayers; performing touch-up painting after working in an area; spot painting metal surfaces for corrosion control, etc.
- Performs miscellaneous maintenance related tasks for a variety of situations as directed by immediate supervisor such as: servicing and/or repairing grounds care and cleaning equipment; servicing and/or repairing vehicles; and repairing work tools and equipment.
- Operates HVAC (heating, ventilation and air conditioning) equipment according to established procedures and instructions; checks all major system components daily and keeps an accurate operator's log, current at all times. Works closely with the other specialist to ensure proper operation of the HVAC, mechanical and refrigeration systems and to identify and correct any problems. Checks and inspects all HVAC system components and performs corrective repairs and Planned Maintenance work on the system per assigned work orders and established P.M. schedules.

- Inspects apartments after residents move out for damages and determines necessary maintenance work.
- Prepares vacated apartments for cleaning; cleans apartments for occupancy.
- Performs necessary manual labor to keep housing developments in a decent, safe and sanitary condition.
- Provides assistance to other Maintenance personnel as necessary.
- Utilizes a wide range of powered and non-powered hand tools such as drills, sanders, sewage line cleaners, saws, hammers, pillars, screwdrivers, wrenches, oilers, volt-ohm-amp meters, lawnmowers, edgers, trimmers and weed eaters.
- Troubleshoots maintenance problems using visual and appropriate testing equipment.
- Operates and makes all installations and repairs in accordance with local, state and national codes.
- Participates in off-shift and weekend emergency maintenance coverage as scheduled.
- Performs other duties as directed by the Maintenance Supervisor.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of principles, practices, tools and materials used in one or more building trades (i.e., carpentry, plumbing, masonry, heating, or electrical trades).
- Knowledge of occupational hazards and necessary safety precautions applicable to building maintenance work.
- Skill in use and care of common hand tools used in building and equipment maintenance and construction work.
- Ability to perform minor maintenance and repairs in one or more trades.
- Ability to follow oral and written instruction.
- Ability to establish and maintain effective working relationships with other employees, residents and the general public.
- Ability to assign duties and supervise subordinate employees in the absence of the Maintenance Supervisor.
- Ability to read and interpret blueprints and building specifications.
- Ability to operate heavy equipment such as back hoe, grader, etc., in a professional manner.
- Ability to teach and/or distribute information and knowledge to other maintenance employees.
- Ability to read and interpret electric meters.

**EDUCATION AND EXPERIENCE:**

- High School Diploma or GED required.
- Two (2) years of experience in building maintenance, plumbing, painting, cleaning and/or an equivalent combination of technical training and experience to meet the required knowledge, skills and abilities.

**SPECIAL REQUIREMENTS:**

- Must have a valid State of Georgia vehicle driver's license.
- Must be bondable.
- HVAC certification or ability to obtain EPA certification for the proper handling of Freon and other refrigerants within twelve (12) months.
- Must be able to lift large items, climb, stoop, stand for long periods, carry, load and unload, move large items and other related physical activities common to maintenance work.

**CUSTOMER SERVICE:**

- Must display an attitude of good customer service at all times during execution of all job related activities and responsibilities. Knowledge and use of advanced customer service skills are required.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:**

- None

McDonough Housing Authority is an Equal Opportunity Employer.

# APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE  
EQUAL OPPORTUNITY EMPLOYER

## PERSONAL INFORMATION

DATE \_\_\_\_\_

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO. (      )	REFERRED BY		

## EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE?	WHEN?

## EDUCATION HISTORY

NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL			
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			

## GENERAL INFORMATION

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

## FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

**REFERENCES** GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS KNOWN

**AUTHORIZATION**

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

INTERVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

**REMARKS**


NEATNESS		CHARACTER		
PERSONALITY		ABILITY		
HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES

APPROVED: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
EMPLOYMENT MANAGER DEPARTMENT HEAD GENERAL MANAGER