



## Job Description ~ Open Position

### ***Maintenance Specialist***

Reports to	Maintenance Supervisor
Minimum Qualifications	<ul style="list-style-type: none"><li>• Able to travel to all agency housing properties;</li><li>• Strong communication skills (verbal, electronic, written);</li><li>• High school diploma (or GED), experience in property/housing development maintenance;</li><li>• Reliable transportation, valid driver's license, automobile insurance and good driving record;</li><li>• Must pass background check and drug screen.</li></ul>
Overall Mission	To assist in the coordination of all AIDS Alabama housing activities helping HIV+ consumers live as independent, healthy, and productive as possible and to prevent the spread of the disease.

#### **Job Description Summary**

Assist in the maintenance of our statewide housing program portfolio and offices which includes over 100 units in a variety of settings, three HUD 811s, various permanent supporting housing units and congregate living units.

#### **Areas of Responsibility**

1. Receive, review, assess, and coordinate resolution of maintenance work orders from tenants and staff, statewide.
2. Coordinate activities with supervisor including task resolution, communication with service vendors, bid compliance, and adhering to cost/benefit ratios.
3. Perform routine maintenance including turnkey activities, plumbing, flooring, cleaning, painting, and changing light bulbs and locks.
4. Assist in routine unit inspections including smoke detectors and fire extinguishers.
5. Meet with housing officials and inspectors during monitoring or inspection visits.
6. Work with housing team to set schedules for routine property upgrades including turnkey activities upon unit vacancy.
7. Assist with maintenance and lawn care at other AIDS Alabama properties including Mobile, AL and Dadeville, AL.
8. All other duties as assigned.

#### **Work Environment**

1. Schedule: Work hours are full time and may include nights and/or weekends; varies based on the needs of the agency and communities.
2. Physical Requirements: May lift up to 75lb occasionally; long periods of standing, stooping, bending, and sitting. Employee must be independently mobile including climbing stairs, be able to read documents and respond to written communication, hear and understand the English language.
3. Safety/Environmental: Exposure to multi-cultural consumers and/or family members with HIV/AIDS (or other STI's) as well as impaired cognitive behaviors.

#### **Overall Expectation**

Represent the agency through all methods of communication in a way that reflects the agency's mission. Adhere to all AIDS Alabama, Inc. Policies, Procedures, and Guidelines (including, but not

limited to, Human Resources/Personnel, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all levels of employees and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. All employees are expected to perform in a mature, professional, business-like manner. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space in which all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

**AIDS Alabama is an equal opportunity employer**

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Employee's signature

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Date

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Human Resources signature (or assigned designee)

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Date