

THE GREATER GADSDEN HOUSING AUTHORITY (GGHA)

Job Posting

Selecting Officer: **Greg Price, Executive Director**
 Scott Mayo, Director of Maintenance & Modernization

Maintenance Worker Position: The Maintenance Worker Position is located in the Maintenance Department at 500 Tuscaloosa Avenue, Gadsden, Alabama. The office hours are Monday thru Thursday from 7:00 am to 5:30 pm.

Advertising Date: Tuesday, August 11, 2026: Applications will be taken until the position is filled but the initial review of applications will begin **August 24, 2026**, and applications received after August 24th may not be reviewed if the position is filled. However, applications are maintained for one year in case of another vacancy. **Note:** Must complete the application supplied by the GGHA.

Condition of Employment: The GGHA is advertising for a Maintenance Worker position. **The applicants selected for this position will serve an introductory period; therefore, will not be entitled to benefits. The temporary period for the employee will be a minimum of three months and a maximum of one year.** Each employee's performance will be evaluated monthly and/or quarterly and if the job is being performed satisfactorily, the position may be converted to a regular position. At this time, the employee will be entitled to benefits, as appropriate.

See job description for work and experience requirements.

The information contained in the application and job experience (as indicated in the application) will be evaluated to determine if the applicant meets the requirements for this position. This information will be evaluated and rated, and highest rated candidates will be contacted for an interview. Individuals that do not meet the minimum requirements and/or are not one of the best qualified candidates for the position will be notified, in writing, of this determination. Individuals selected for an interview will be notified, in writing, of their selection or non-selection.

NOTE: For all applicants selected for the interview and not selected, your application for this position will remain on file with the GGHA for 1 year for consideration if this position were to become vacant for any reason.

All GGHA buildings are designated as non-smoking!

Starting Salary to be determined.

The GGHA is an Equal Opportunity Employer: See Application for Equal Opportunity Statement

Job Description

Greater Gadsden Housing Authority

Maintenance Worker

Department: Technical Services **Level:** 12 **Date:** 8/1/2021
Reports To: Maintenance Supervisor **FLSA:** NE

Summary

Perform a variety of custodial, maintenance and groundskeeping tasks for the upkeep of public housing property. Prepare apartments for occupancy by cleaning apartment, checking appliances and fixtures. Assist maintenance personnel on large projects.

Essential Job Functions

- A. Clean and prepare vacant units for occupancy
 - 1. Empty apartment of all trash and other items left by previous occupants
 - 2. Wash walls
 - 3. Clean floors by sweeping, stripping and mopping, waxing
 - 4. Wash cabinets inside and out
 - 5. Clean bathroom by disinfecting lavatory, tub, shower, toilet
 - 6. Clean sink, range, and refrigerator
 - 7. Clean windows

- B. Perform general grounds keeping tasks in order to maintain clean, neat appearance of properties operated by the Authority
 - 1. Clean grounds of paper and debris using pick-up stick, rake or other appropriate tools
 - 2. Rake and bag leaves
 - 3. Place bags of trash and leaves in designated locations for pick-up
 - 4. Removes graffiti as needed, including removal from porches
 - 5. Check storm drains and clean out as needed in order to avoid water back-up
 - 6. Observe conditions and report any unusual conditions, such as presence of strangers, disagreements among residents, or other situations
 - 7. Report violations of housing authority policies observed, such as vehicles on grass, smoking violations, poor housekeeping, etc.
 - 8. Inspect hallways and common places, eliminate obstacles to free passage and assure that there is adequate lighting
 - 9. Prune trees and shrubbery, and use weed eater, as needed to maintain grounds
 - 10. Fertilize grass and shrubs and apply weed killer, as needed, in accordance with instructions
 - 11. Load furniture and other trash from curb and take to dump, in accordance with established procedures

- C. Perform general building and grounds maintenance tasks and assist in general maintenance tasks
1. Clean community building, rental office, and other areas as assigned
 2. Lift, load, and unload appliances and other objects into and out of trucks
 3. Dig holes and trenches, as needed, to prepare site for other maintenance personnel or contractors
 4. Repair fences and take down clothes lines
 5. Cut and trim trees, and cut-up and remove fallen trees
 6. Assist in a variety of maintenance tasks, such as digging up water lines and sewer lines in need of repair, moving residents, etc., as needed

Knowledge, Skills, and Abilities

1. Knowledge of the generally accepted methods of commercial cleaning of buildings
2. Knowledge of the products and equipment used in cleaning and general maintenance of apartments and buildings
3. Knowledge of grounds maintenance methods, tools, and practices
4. Knowledge of the safety precautions and procedures associated with building and grounds maintenance
5. Ability to understand and follow oral and written instructions
6. Ability to use mop, broom, floor cleaning and buffing machine, and other standard tools and equipment used in commercial cleaning
7. Ability to operate and use power mowers, tractors, weed-eaters, trimmers, edgers, and blowers for grounds maintenance
8. Ability to communicate effectively with co-workers, supervisors, residents, and the general public
9. Ability to move appliances, load onto and off of trucks, bag trash and load on truck
10. Ability to use digging tools and equipment

Minimum Qualifications

Ability to read and write plus 6 months of building and/or grounds maintenance experience, or an equivalent combination of education and experience. NOTE: Incumbents in this position are required to maintain a working telephone.

Other: Valid Driving License
Ability to be insured under the Housing Authority's automobile insurance

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. All job duties must be performed in accordance with the provisions of the employee handbook.