

HUNTSVILLE HOUSING AUTHORITY

200 WASHINGTON STREET (35801)
P. O. BOX 486
HUNTSVILLE, ALABAMA 35804-0486
(256) 539-0774

NEW – JOB POSTING

September 3, 2025

- 1) POSITION TITLE: Maintenance Aide – Development
- 2) NORMAL HOURS: 7:00 a.m. until 5:30 p.m. or
8:00 a.m. until 6:30 p.m.,
Monday through Thursday (Fridays off)
- 3) HOURLY RATE: Minimum rate is \$17.43 per hour.
- 4) RESPONSIBILITIES: (See Attached)
- 5) QUALIFIED PERSONS INTERESTED: **Qualified** employees should submit an Internal Application Form to the Human Resources Department. The form can be obtained from Human Resources.

Qualified external applicants can obtain a position description and application from our website, www.hsvha.org; or at 200 Washington Street. **Resumes will only be accepted with a completed application.**

This posting will remain open until filled.

HUNTSVILLE HOUSING AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, PREGNANCY, STATUS AS A PARENT, NATIONAL ORIGIN, AGE DISABILITY (PHYSICAL OR MENTAL), FAMILY MEDICAL HISTORY OR GENETIC INFORMATION, POLITICAL AFFILIATION, MILITARY SERVICE, OR OTHER NON-MERIT-BASED FACTORS.

MAINTENANCE AIDE - DEVELOPMENT

Huntsville Housing Authority (HHA) is seeking a Maintenance Aide - Development. Under the general supervision of the Assistant Director of Public Housing Operations, drives HHA's refuse truck and performs manual work in the collection of trash, such as tree limbs, sofas, etc., and all items not picked up with the household garbage and taken to the landfill. Must be able to lift up to 100 pounds. Also assists in performing semi-skilled work in a variety of mechanical and building trade categories at the request of the Supervisor and Property Manager, or his/her designee. Must be able to perform combinations of duties without close supervision.

Experience driving heavy-duty trucks, both manual and automatic, is a plus. Able to operate a variety of landscape equipment, both power and hand; experience in building maintenance, construction work, or related field; or any combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities. Must possess and maintain a valid driver's license, maintain a good driving record, and must be insurable by the Housing Authority's vehicle insurance policy. Minimum Hourly Rate: \$17.43 per hour.

For a complete position description and application, please visit our website at www.hsvha.org, or obtain an application from 200 Washington Street. **Qualified candidates** should submit an application to: **Human Resources Department, Huntsville Housing Authority, 200 Washington Street (35801); or P. O. Box 486, Huntsville, Alabama 35804-0486. NO CALLS PLEASE.**

**Drug/Alcohol/Smoke-Free Workplace
EEO Employer.**

HUNTSVILLE HOUSING AUTHORITY

JOB DESCRIPTION

Position Title: Maintenance Aide

Department: Development

Grade: 20

FLSA: Nonexempt

POSITION SUMMARY: Under the general supervision of the Development/Maintenance Manager, operates Huntsville Housing Authority's refuse and sweeper trucks and performs manual work in the collection of trash, such as tree limbs, sofas, etc., and all items not picked up with the household garbage and taken to the landfill. Also assists in performing semi-skilled work in a variety of mechanical and building trade categories at the request of the Supervisor and Property Manager, or his/her designee.

ESSENTIAL FUNCTIONS: *(All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.)*

1. Operates Huntsville Housing Authority's refuse truck.
2. Operates heavy-duty trucks, both manual and automatic, and a variety of landscape equipment, both power and hand.
3. On Huntsville Housing Authority (HHA) properties, collects tree limbs, sofas, mattresses, chairs, trash, etc., not taken to the household garbage landfill.
4. Cuts up and removes downed trees.
5. Places all collected items in the refuse truck operated by Huntsville Housing Authority and takes refuse to designated place for disposal.
6. Assists the truck driver in backing and turning in difficult locations through direction of traffic and advice to the truck driver.
7. Deals with citizens encountered on the route in a tactful and diplomatic manner.
8. Performs assignments without the presence of constant supervision.

Position Title: **Maintenance Aide - Development**

ESSENTIAL FUNCTIONS (Continued):

9. Inspects the refuse truck and equipment daily to ensure that the vehicle is properly equipped, cleaned, and serviced. Documents all findings on check-off list as provided.
10. Keeps Supervisor informed about problem situations along route, customer complaints, and need for equipment repair.
11. Able to repetitively lift up to 100 pounds, to repetitively bend, stoop, and squat for extended periods, and to work in adverse weather.

OTHER RESPONSIBILITIES:

1. Assists in performing semi-skilled work in mechanical and building trade categories when requested by the Supervisor and the Property Manager, or his/her designee.
2. Assists with evictions, vacancy preparation, move-ins, and move-outs as needed.
3. Contributes to department objectives by accepting additional assignments and performing related tasks, following departmental guidelines, rules, and regulations in order to meet the overall objectives of the department.
4. Performs other job-related duties as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Work requires the ability to read and write and have experience in building maintenance, construction work, or a related field. A combination of education, training, and experience that demonstrates the above-listed knowledge, skills, and abilities is required. Experience driving heavy-duty trucks, both manual and automatic, is a plus.
2. Must possess and maintain a valid driver's license, possess and maintain a good driving record, and must be insurable by the Housing Authority's vehicle insurance policy. Must be bondable and insurable by the insurance carrier of the Huntsville Housing Authority.
3. Ability to use and maintain common power and hand tools and landscape equipment, such as, but not limited to, rakes, hoes, shovels, axes, picks, saws, and hand trucks.
4. Good interpersonal, oral, and written communication skills.
5. Knowledge of traffic laws and regulations involved in equipment operations.

Position Title: Maintenance Aide - Development

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED (Continued):

6. Knowledge of safety precautions applicable to refuse collection.
7. Knowledge of HHA street and address locations.
8. Ability to understand and follow oral and written instructions.
9. Ability to read and write and prepare required paperwork.
10. Ability to establish and maintain effective working relationships with supervisors, employees, residents, and the general public.
11. Knowledge of accepted building methods and techniques used during maintenance activities.
12. Knowledge of the safe operation and general maintenance of power equipment, mechanical, hand, and electrical tools.
13. Within two years of assuming this position, attend training needed for a Class "B" truck driving license.
14. Must be able to work in all types of weather conditions with exposure to outdoor elements, often involving bending, stooping, crawling, and working at heights. Must be able to move from one physical location to another throughout the workday, and use proper safety precautions concerning exposure to hazardous chemicals, dust, dirt, solvents, cleaners, and lubricants related to work assignments. Must be able to repetitively lift up to 100 pounds.