

**POSITION DESCRIPTION**  
**Maintenance & Custodial**

The Mondovi Housing Authority (MHA) operates the Highland Apartments, which has 26 1BR units serving low-income elderly, handicapped, disabled and others, located at 600 Buffalo Street, in the City of Mondovi (near American Lutheran Home). MHA seeks a qualified person to perform routine maintenance tasks and repairs of a residential/household nature, as well as to assist in grounds maintenance and custodial duties. Tasks and hours vary with need, 8-14 hours/week. Competitive hourly rate offered; relevant work experience, good service attitude and strong communications skills are required. A complete position description and employment application are both available online at [www.mondovihousing.com](http://www.mondovihousing.com) and in hardcopy at the MHA office. Applications are being accepted now for a start date before the end of September, and may be returned to the MHA office in person, by mail, or by email at [mha@mondovihousing.com](mailto:mha@mondovihousing.com) – for receipt no later than September 7, 2015.

Duties include but are not limited to the following:

Minor plumbing, carpentry, and electrical repairs; troubleshoot issues prior to engaging plumber, carpenter, electrician ‘as needed’; serve as primary contact for tenants who request maintenance services; assist Exec. Director occasionally with tenant notices; maintain good line of communication with tenants; keep Exec. Director updated on status of all maintenance requests and workflow status; provide preventive maintenance to water filtration system and heating systems; assist in preparation and conduct of HUD physical inspections; maintain inventory of replacement parts and components used regularly; maintain maintenance log of work performed and related records; maintain outside grounds in a clean and safe condition; assist in snow removal by tenant entrances (assumes 3<sup>rd</sup> party cleans most all sidewalks) OR provide all sidewalk and tenant entrance snow removal services; do minor tree trimming as needed; maintain clean work areas in all building maintenance areas; provide weekly cleaning and related janitorial services for community building (office, laundry, rec. room); prepare apartments after move-out for new tenancy (cleaning, wall repair, check all bulbs, etc.) (and optionally) paint apartments upon move-out when needed. Maintain tenant garbage areas and remove to commercial containers weekly.

NOTE: The ability to lift up to 50 pounds may be required from time to time, but not regularly.

Applicant background:

The retiring MHA maintenance person typically worked 18-20 hours per week, to include all lawn mowing, trimming, painting of apartments as needed, and snow removal of parking lot and sidewalk snow. Starting in fall, 2015, K & K Lawn Services will be handling parking lot snow and during the summer, all lawn mowing and trimming services. How sidewalk snow will be removed is not yet determined, but if done by our maintenance person, suitable equipment will be provided, as are all tools needed for all other tasks.