



Safe. Healthy. Home.



APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Applications are now being accepted for: **Maintenance Technician**. Please include this application with a cover letter. Print or type the application and complete each section fully even if you decide to attach a resume.

Return completed Application with a Cover Letter to:

Kathy Beeksma, Executive Director
Ashland Housing Authority
319 Chapple Avenue
Ashland, WI 54806

By email to: kbeeksma@cityofashlandhousing.org

By placing in a drop box at: Bay Tower: 319 Chapple Avenue
Or at: AHA Offices: 315 Sanborn Avenue, Suite C

If you have questions about the application process or the job description, please contact the Ashland Housing Authority at 715-682-7066 ext. 101.

Applications will be accepted and held even if the position is filled.

Applications will be reviewed as they are and interviews arranged if the candidate meets the criteria for the position.

APPLICATION FOR EMPLOYMENT

PLEASE PRINT ALL INFORMATION

LAST NAME	FIRST NAME	MIDDLE
POSITION APPLYING FOR		DATE AVAILABLE
ADDRESS- Number, Street, City, State, Zip Code		Home Phone
MAILING ADDRESS (If different than above)		Cell Phone

Do you have a valid Wisconsin Driver's License? Yes: _____ No: _____
 Are you over the age of 18? Yes: _____ No: _____
 Are you a U.S. Citizen or do you have a permit allowing you to work? Yes: _____ No: _____

EDUCATION AND TRAINING

Do you have a High School Diploma or a GED Equivalency Yes: _____ No: _____

Name of High School and Location

Training Beyond High School Relevant to this position (College, University, Vocational School, In-Service Training, Licenses or Certificates. Be specific.

NAME OF SCHOOL OR TYPE OF TRAINING	DESCRIBE WHY THIS IS HELPFUL TO THIS POSITION

FOR SOME POSITIONS, IT MAY BE REQUIRED THAT EMPLOYEES POSSESS CERTAIN PHYSICAL CAPABILITIES. CHECK THE RESPONSES BELOW REFLECT THE PHYSICAL ACTIVITIES THAT YOU CAN DO ROUTINELY WITHOUT HARM TO YOURSELF OR OTHER EMPLOYEES. NOTE: RESPONSES WILL NOT DISQUALIFY YOU FROM CONSIDERATION.

LIFTING 25 LBS OR UP TO: LESS: ____	50 LBS.: ____	75 LBS.: ____	100 LBS OR MORE: ____
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DO YOU HAVE DIFFICULTIES:

Bending or Stooping? Yes: _____ No: _____
 Climbing? Yes: _____ No: _____
 Standing for a long period of time? Yes: _____ No: _____
 Working in temperature extremes? Yes: _____ No: _____

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LIST ANY OTHER LIMITATIONS THAT YOU BELIEVE MAY RELATE TO THE WORK FOR WHICH YOU ARE APPLYING:

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HAVE YOU EVER BEEN CONVICTED OF ANY VIOLATIONS OTHER THAN MINOR TRAFFIC VIOLATIONS? IF SO, PLEASE SPECIFY WHAT THE CONVICTION IS, WHERE IT OCCURRED AND WHEN. INCLUDE ANY EXTENUATING CIRCUMSTANCES THAT SHOULD BE CONSIDERED. EXISTANCE OF A CRIMINAL RECORD WILL NOT DISQUALIFY YOU FROM CONSIDERATION. (THE FINAL CANDIDTATE WILL ALSO BE REQUIRED TO PASS A BACKGROUND CHECK)

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WORK EXPERIENCE: INCLUDE MILITARY SERVICE. IF PART-TIME WORK SPECIFY THE AVERAGE NUMBER OF HOURS

EMPLOYER	TYPE OF BUSINESS	LOCATION- NUMBERED STREET	
YOUR TITLE	REASON FOR LEAVING	LOCATION- CITY, STATE, ZIP	
YOUR DUTIES		NAME OF SUPERVISOR	
		TOTAL TIME EMPLOYED	FULL OR PART TIME (%)
		FROM (MO/YR)	TO (MO/YR)
		COMPENSATION	START
		CIRCLE ONE: HOURLY / SALARY	ENDING

WORK EXPERIENCE: INCLUDE MILITARY SERVICE. IF PART-TIME WORK SPECIFY THE AVERAGE NUMBER OF HOURS WORKED.

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		FROM (MO/YR)	TO (MO/YR)
		COMPENSATION	START
		CIRCLE ONE: HOURLY / SALARY	ENDING

MAY WE CONTACT YOUR CURRENT EMPLOYER: Yes: _____ No: _____

REFERENCES (AT LEAST ONE REFERENCE MUST BE A PROFESSIONAL REFERENCE):

NAME	ADDRESS	PHONE	RELATIONSHIP TO YOU
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I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

Signature: _____

Date: _____

Print Name: _____



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**POSITION DESCRIPTION
MAINTENANCE TECHNICIAN**

Overview: The Maintenance Technician, under the direct supervision of the Maintenance Chief, helps ensure the efficient operation of the Housing Authority's programs by performing all functions for the Authority as specified below. This is an entry-level position. General maintenance duties will be adapted based on the skills of the new employee. If the candidate has more experience or skills, additional duties will be added and compensation will be adjusted accordingly.

Principle Maintenance Job Functions Include:

1. **General Maintenance:** Primary duties include regularly scheduled maintenance of units, buildings, grounds and equipment, and completion of work orders as required. Duties will include, but are not limited to:
 - a. **Carpentry:** Perform carpentry tasks to include but not limited to minor roofing repairs, repair of cabinetry, sheet rock, drop ceilings, doors, trim, lock sets, curtain rods and brackets.
 - b. **Electrical:** Replace single and three-way switches, outlets and covers; install or replace circuit breakers and fuses; install, replace or repair light fixtures, and other electrical work as required.
 - c. **Plumbing:** Maintain or replace faucets, clean waste pipes, maintain drains, valves, toilets, vanities, basins and other plumbing devices or equipment.
 - d. **Snow Removal:** Operate, maintain and repair snow removal equipment including shovels, snow blowers, Brutus, and plow.
 - e. **Grounds Keeping:** Maintain grounds throughout seasonal changes. Care for shrubs, bushes, trees and grass. Keep areas free of garbage and debris. Fill dirt as needed, move any retaining rock, fill potholes in service drives, maintain service drives.
 - f. **Work Order Reporting:** Report any physical breakdowns, damage, repairs or liabilities to the maintenance operation, including, but not limited to: equipment, structures, grounds, inventory and general maintenance.
 - g. **Painting:** Repair and prepare walls before painting. Use equipment such as brushes, rollers, roller pans and drop cloths.
 - h. **Heating:** Change necessary wiring, fan bearings, motors, fan belts, pulleys, thermostats, gas control, transformer and fan limit control valves, circulating and related parts.
 - i. **Assist with Inspections:** Including, but not limited to: move-in, move-out, annual, heating, mechanical, buildings, grounds and preventative maintenance inspections as needed.
 - j. **Janitorial:** Clean areas of dwelling units such as floors, walls, stoves, refrigerators, bath and kitchen fixtures, doors and windows. Use power floor scrubber and a variety of cleaning agents. Check and maintain garbage, clean rest rooms, vacuum lobbies and offices, clean community rooms and all other janitorial work that might be needed.

2. On Call Duties: Maintenance staff are required to be on call as scheduled by the Maintenance Chief. In general, staff alternate on call duties and there are exceptions for vacation and/or sick leave. On call requires personnel to respond to calls from tenants, co-workers or emergency personnel, and to be available to get to the properties, if needed. As an Exempt position, overtime wage rates apply.

Required Knowledge, Skills and Abilities

1. Knowledge of general building safety and maintenance skills.
2. Knowledge and ability to properly use maintenance tools, equipment, and materials
3. Ability to work and communicate effectively and respectfully with Co-workers, Tenants, the Public and Contractors.
4. Ability to maintain confidentiality and to stay calm in challenging situations.
5. Ability to work independently, organize workload, maintain accurate records, and manage time effectively.
6. Ability to use a computer with a working knowledge of Word and Excel

Preferred but not Required Qualifications

1. Knowledge and/or experience in inspection methods, building construction, health, safety and fire hazards.
2. Certification or licensure in trades including: electrician, plumbing, or HVAC

Working Conditions

1. Must have a valid Wisconsin Driver's License and be eligible to be insured under AHA auto policy.
2. Ability to lift up to 50 pounds, have the ability to work overhead and at ground level, tolerate repetitive motion, and pass a physical exam upon hire.

Position Benefits and Salary:

The starting hourly wage range is anticipated to be \$23.00 to \$26.25 and is commensurate with minimum and preferred qualifications and experience. There will be a 6-month probationary period. A new employee will receive a wage increase after successful completion of the probationary periods. The AHA offers a full benefit package for full-time employees. Current benefits include: retirement, vacation, sick leave, health insurance, and other insurances as specified in the Personnel Policy.

Equal Opportunity:

Ashland Housing Authority (AHA) is proud to provide equal opportunity in programs and employment; and is strongly committed to maintaining a climate supportive of respect for differences and equality of opportunity. AHA does not discriminate on the basis of age, race, creed, color, disability, sex/gender, sexual orientation, national origin, ancestry, religion, marital status, gender identity, Veteran status. AHA considers qualified applicants regardless of arrest record or non-program related conviction record. ***We promote excellence through diversity and encourage all qualified individuals to apply.***

It is the policy of AHA to provide reasonable accommodations for qualified individuals with disabilities who are employees or applicants for employment. If you require an accommodation to participate in any part of the hiring process, please contact the AHA office at 715-682-7066. Please call 711 if you are hearing or speech impaired and need assistance.

Criminal Background Check and Drug Testing

A background check and drug testing will be conducted for the finalist candidate. A physical and/or statement from a physician that the candidate can perform required duties is required. Employment is contingent upon a completion of a successful background check, successful drug test, physician's verification, establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986. Additionally, AHA reserves the right to verify any/all information you state or imply within your application materials to confirm your qualification(s) prior to appointment to the position.

Position Description updated 3-2024