



# COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

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**Cynthia W. Burton**  
Executive Director

[www.cspwal.com](http://www.cspwal.com)

June 11, 2019

## **JOB ANNOUNCEMENT**

**Title:** Maintenance Associate II

**Location:** CSP Administration - Housing Division

**Employment Classification:** Regular Full-Time, Non-Exempt, Safety-Sensitive

**Summary of the Position:** See Attached Job Description

**Qualifications of the Position:** See Attached Job Description

**Duties and Responsibilities:** See Attached Job Description

**Salary and Application Procedures:** The entry pay rate for this position is \$14.50 to \$16.25 per hour depending on experience. Current employees may apply by submitting a letter of interest along with and updated employment application. Other interested applicants may apply by completing an employment application obtained from the website at [www.cspwal.com](http://www.cspwal.com) or contacting CSP at (205) 752-5429 to request an application.

**Deadline:** Thursday, June 27, 2019, at 5:00 p.m.

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, genetic information, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children's facility and applicants will be subject to criminal history background checks. CSP is an e-verify employer. **EOE AA M/F/Vet/Disability.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.

## Community Service Programs of West Alabama

### Job Description

**Job Title:** Maintenance Associate II

**Department:** Property Management

**Reports to:** Property, Asset and Resident Services Manager

**Employment Classification:** Regular Full-Time; Non-Exempt; Safety-Sensitive

**Pay Range:** \$14.50 - \$16.25 per hour

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### Summary of Duties and Responsibilities

The Maintenance Associate performs general maintenance repairs including basic carpentry, painting, plumbing, and electrical work at all CSP housing developments, offices and other properties. In addition, the Maintenance Associate performs troubleshooting and repair work on heating/cooling units.

#### **Essential Duties:**

- Perform maintenance repairs at CSP's housing developments, offices, commercial properties and other properties.
- Troubleshoots and performs minor repair work on heating/cooling units as needed.
- Answer service calls and complete work orders assigned by the supervisor.
- Perform inspections to identify maintenance issues, safety issues and assure the cosmetic appearance of properties.
- Write repair and maintenance specifications and generate work orders to be submitted to supervisor.
- Accurately document time, materials and work performed on work orders.
- All other duties as assigned by the supervisor.

**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Education and Experience:**

- High School Diploma or GED.
- Prefer long-term HVAC certificate from community/technical college.
- Minimum 3 years HVAC experience which may include apprenticeship experience.
- Minimum 3 years general maintenance and repair experience, including carpentry, plumbing, and electrical work.

**Certificates, Licenses, Registrations:**

- Valid Alabama driver's license with liability insurance.
- Universal Certification
- Successful completion of required criminal record and motor vehicle record background checks.

**Language Skills:**

- Ability to read and understand technical instructions, manuals and schematics; and work orders.
- Ability to generate purchase order requests for materials and supplies.
- Ability to effectively present information to staff and tenants.
- Ability to communicate and coordinate efforts with subcontractors.
- Ability to interact positively with tenants and coworkers.

**Mathematical Skills:**

- Ability to compute simple math such as addition, subtraction, multiplication and division.

**Reasoning Ability:**

- Ability to recognize and immediately report unsafe conditions.
- Ability to interpret technical safety instructions.
- Ability to analyze a situation and determine the appropriate action to take.

**Other Skills and Abilities:**

- Ability to operate standard and power tools such as a power drill, hammer, screwdriver, saw, and other equipment to perform maintenance, installations and repairs.
- Basic knowledge of current productivity software.
- Capable of handling multiple tasks and assignments with time constraints.
- Ability to work in a constant state of alertness.
- Must be reliable, punctual, and trustworthy.
- Regular and predictable attendance.
- Ability to meet deadlines.
- Ability to work effectively with diverse populations.

**Physical Demands:** *The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to stand, walk, talk, climb, kneel, crawl, bend, lift and sit. Specific vision abilities required by this job include vision to operate a motor vehicle and a computer. Other specific abilities include the ability to operate hand tools and power tools. Multiple demands from several people are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Maintenance Associate II

Job Description

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*Reasonable accommodations may be made to enable individuals to perform the essential functions.*

The noise level is variable in the work environment. Work is performed indoors and outdoors. The employee is expected to operate small motor equipment and general maintenance tools.

The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The supervisor may assign additional duties.

REV 4.2014

*Reviewed by Board of Directors 12/3/2015*

*Reviewed by Board of Directors 01.19.2017*

Revised 08.10.2017

*Reviewed by Board of Directors 09.21.2017*

*Reviewed by Board of Directors 03.15.2018*

Revised 03.19.2018

*Reviewed by Board of Directors 05.24.2018*

*Reviewed by Board of Directors 01.17.2019*