

Maintenance Specialist I / II / III
Housing Authority of the City of Eureka & Housing Authority of the County of Humboldt
Salary Range:

Maintenance Specialist I: \$4017 - \$4883/month DOE, plus excellent benefits

Maintenance Specialist II: \$4364 - \$5305/month DOE, plus excellent benefits

Maintenance Specialist III: \$4712 - \$5727/month DOE, plus excellent benefits

The Housing Authority seeks a skilled and motivated Maintenance Specialist to perform a variety of building, grounds, and property maintenance duties. Position may be filled at the I, II, or III level depending on qualifications and experience. Responsibilities range from general maintenance and repairs to advanced journey-level trades work, inspections, project coordination, and small crew leadership.

The ideal candidate is a skilled and dependable maintenance professional with hands-on experience performing a wide range of residential property maintenance and repair work, including plumbing, electrical, carpentry, painting, HVAC, appliance repair, and general building maintenance. They have a strong commitment to safety, excellent communication skills, and the ability to work independently while effectively managing work orders, inspections, inventory, and emergency maintenance needs. The successful candidate is comfortable working in both indoor and outdoor environments, possesses a valid California Driver's License, and can perform physically demanding tasks. Candidates with experience in multi-family or affordable housing, knowledge of building codes and safety regulations, proficiency with maintenance management technology, and the ability to lead projects, train staff, or supervise crews will be especially successful in this role. Bilingual skills and multiple trade certifications are highly valued.

Why Join Us?

- Competitive salary and benefits package
- Stable public-sector employment
- Meaningful work serving local communities
- Opportunities for advancement through Maintenance Specialist career levels

Interested persons should stop by the Eureka Housing Authority located at 735 W. Everding Street in Eureka to request an application package or visit our website at www.eurekahumboldtha.org for application packet which includes complete job descriptions and an application for employment.

Applicants must return a cover letter (letter of interest) and a resume along with the standard application included in the package. Packets can be dropped off in office or emailed to hr@eurekahumboldtha.org.

Position open until filled; first round of applications will be reviewed the week of August 24th.

The Housing Authority is an Equal Opportunity Employer and encourages qualified applicants from all backgrounds to apply.

**HOUSING AUTHORITY OF THE CITY OF EUREKA
HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT**

Job Description

Job descriptions are written as a representative list of the ADA essential duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.

Job Title: Maintenance Specialist I

Date: May 2025

Salary: See Job posting for current Salary Range

FLSA Status: Non-Exempt

Under the Direction of: Maintenance Supervisor

SUMMARY

Performs a variety of semi- skilled, limited skill or unskilled general maintenance work.

Distinguishing Characteristics

This is the class for those primarily performing work of the semi-skilled and unskilled trades. Skilled trades are performed below the journey level. Incumbents usually have some general maintenance experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Repairs power equipment and hand mowers.
- Repairs doors, locks, window frames.
- Performs rough carpentry work.
- Performs limited or unskilled plumbing, electrical carpentry, painting and other trades.
- Performs custodial work such as picking up and hauling trash, washing windows and floors.
- Operates mechanized vehicles and operates power hand tools.
- Loads and unloads material.
- Assists other maintenance specialists with work assignments.
- Remains available for call back emergency service.
- Performs grounds maintenance work.
- May perform custodial work.

- Operates or drives specialized vehicles.
- Operates a variety of tools and equipment.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Principles and practices of general maintenance.

Building maintenance and repair.

Safety regulations.

Power tool use.

Semi-skilled maintenance crafts including plumbing, painting, carpentry, electrical, heating, vehicle maintenance and equipment maintenance.

Ability to:

Understand written and oral instruction.

Maintain buildings and grounds.

Perform semi-skilled maintenance crafts including plumbing, painting, carpentry, electrical, heating, vehicle maintenance and equipment maintenance.

Perform unskilled work such as custodial and trash hauling.

Communicate effectively verbally and in writing.

Care for tools and use them safely.

Be available for callback.

Perform heavy manual labor.

EDUCATION and/or EXPERIENCE Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

High School Diploma. Two years of experience in the trades.

Valid CA driver's license. CPR and First Aid Certificate.

PHYSICAL DEMANDS The physical demands described here 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 functions.

While performing the duties of this job, the employee is occasionally required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is regularly required to stand and walk, to bend and stoop, and to climb or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in

indoor and outdoor conditions. The noise level in the work environment is usually loud.

**HOUSING AUTHORITY OF THE CITY OF EUREKA
HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT**

Job Description

Job descriptions are written as a representative list of the ADA essential duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.

Job Title: Maintenance Specialist II

Date: May 2025

Salary: See Job posting for current Salary Range

FLSA Status: Non-Exempt

Under the Direction of: Maintenance Supervisor

SUMMARY

Performs a variety of semi- skilled, and skilled maintenance work. Work involves the application of limited knowledge and ability in two or more trades.

Distinguishing Characteristics

This is the class for those primarily performing work of the recognized skilled trades at the journey level.

Knowledge and skill in the trades required to perform the work assigned is limited (for example grounds keeping). This position is not regularly involved in work assignments or otherwise assisting the Maintenance Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Repairs power equipment, doors, locks, windows, door frames and other parts of building interiors and exteriors.
- Builds and repairs cabinets.
- Performs skilled plumbing, electrical, carpentry, painting, and concrete and related trade tasks.
- May perform custodial work and trash hauling.
- Performs grounds keeping work as assigned.
- Provides maintenance emergency on-call service after hours.
- Performs or assists with some skilled plumbing electrical, carpentry, painting, concrete and related trades.
- Repairs and replaces water heaters, forced air and space heaters, and electrical fixtures.
- Operates or drives specialized vehicles.

- Operates a variety of tools and equipment.
- Performs inspections of apartments and EHA owned properties.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Grounds maintenance and custodial work procedures.
Construction practices, building codes and Federal Accessibility Standards.
Principles and practices of at least one skilled trades.
Building maintenance and repair.
Safety regulations and power tool use.
Agency inspections.

Ability to:

Perform at least one of the skilled trades at the journey level.
Maintain buildings.
Perform inspections.
Communicate effectively verbally and in writing.
Care for tools and use them safely.
Be available for callback.
Perform heavy manual labor.

EDUCATION and/or EXPERIENCE Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

High School Diploma. Three years of experience at the journey level in the skilled trades.
Valid CA driver's license. CPR and First Aid Certificate.

PHYSICAL DEMANDS The physical demands described here 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 functions.

While performing the duties of this job, the employee is occasionally required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is regularly required to stand and walk, to bend and stoop, and to climb or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in indoor and in outdoor conditions. The noise level in the work environment is usually loud.

**HOUSING AUTHORITY OF THE CITY OF EUREKA
HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT**

Job Description

Job descriptions are written as a representative list of the ADA essential duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.

Job Title: Maintenance Specialist III

Date: May 2025

Salary: See Job posting for current Salary Range

FLSA Status: Non-Exempt

Under the Direction of: Maintenance Supervisor

SUMMARY

Performs a variety of skilled maintenance and construction work at the journey level. This is the highest maintenance specialty reserved for those regularly performing work of the recognized skilled trades.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Installs and makes repairs to doors, windows, locks, siding, fences, concrete, roofing, and other interior and exterior repairs.
- Serves periods of on call for after-hours emergency maintenance.
- Repairs and replaces water heaters, wall heaters, electrical fixtures and appliances.
- Assists in job planning, estimating, purchasing supplies, and equipment and inventory control.
- May assist in prioritizing work assignments, preparing budgets and keeping records.
- Works with various power tools, hand tools, and equipment.
- Assists in training and may provide input into the evaluations of lower-level employees and part-time help.
- May supervise a small crew and enforce safety regulations.
- Catalogs and controls work orders on a tablet on an app-based work order program.
- Performs inspections of apartments and EHA owned properties.
- Periodic shop cleaning and organizing.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Principles and practices of the skilled trades.

Basic Estimating and record keeping.

Building maintenance and repair.

Safety regulations.

Work assignment and the basics of supervision.
Agency inspections.

Ability to:

Perform three or more of the skilled trades at the journey level.
Construct and maintain buildings.
Perform inspections.
Communicate effectively verbally and in writing.
Operate a PC and related software.
Operate a tablet and related apps and software.
Maintain effective working relationships with other people.
Lead small crews of maintenance employees.
Supervise youth offenders and/or volunteers.
Care for tools and use them safely.
Be available for on-call afterhours emergency maintenance.
Perform heavy manual labor lifting upwards of 80+ lbs.

EDUCATION and/or EXPERIENCE Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

High School Diploma or GED equivalent. AA in construction technology. Five years of experience at the journey level in the skilled trades.

Valid CA driver's license. CPR and First Aid Certificate is a plus.

PHYSICAL DEMANDS The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach high with hands and arms; and talk or hear. The employee is often required to stand and walk. The employee must regularly lift and/or move up to 40 pounds and occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus and the ability to drive with corrective eyewear.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor and outdoor conditions and regularly works in all types of weather conditions including occasionally working in harsh weather conditions. The noise level in the work environment is often loud.



Housing Authorities of the City of Eureka and County of Humboldt

735 W. Everding Street
Eureka, CA 95503
(707) 443-4583



Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classes. Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. Additionally, you may attach a résumé, but all questions must still be answered.

Application information

Full name:		Date:	
	<i>Last</i><i>First</i><i>M.I.</i>		
Address:		Phone:	
	<i>Street address</i><i>Apt/Unit #</i>		
		Email:	
	<i>City</i><i>State</i><i>Zip Code</i>		
Date Available:		Desired salary:	\$
Position applied for:			
Are you a citizen of the United States?	Yes ☐	No ☐	
If no, are you authorized to work in the U.S.?	Yes ☐	No ☐	
Do you have a current valid California Drivers License?	Yes ☐	No ☐	
Have you ever worked for this company?	Yes ☐	No ☐	If yes, when?
Do you have any relatives employed by the Housing Authority?	Yes ☐	No ☐	If yes, who and what is your relation?

Education

High School/GED			Address:				
From:		To:		Did you graduate?	Yes ☐ No ☐	Diploma:	
College:			Address:				
From:		To:		Did you graduate?	Yes ☐ No ☐	Degree:	
Other:			Address:				
From:		To:		Did you graduate?	Yes ☐ No ☐	Degree:	

References

Please list three professional references.

Full name:		Relationship	
Company:		Phone:	
Address:		Email:	
Full name:		Relationship	
Company:		Phone:	
Address:		Email:	
Full name:		Relationship	
Company:		Phone:	
Address:		Email:	

Previous Employment

Company:		Phone:			
Address:		Supervisor:			
Job title:		From:		To:	
Responsibilities:					
May we contact your previous supervisor for a reference?	Yes ☐		No ☐		

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job title: _____ From: _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes ☐ No ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job title: _____ From: _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes ☐ No ☐

Are you fluent in any languages other than English? If so, please specify:

Language _____ Fluent in: Speaking ☐ Reading ☐ Writing ☐

Language _____ Fluent in: Speaking ☐ Reading ☐ Writing ☐

Disclaimer and signature

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand and agree that misstatements or omissions of material fact will cause forfeiture of my right to employment by the Housing Authorities.

I AUTHORIZE the employers and educational institutions identified in this application to release any information they have concerning my employment or education to the Housing Authorities.

I UNDERSTAND that after a conditional offer of employment has been extended I may be required to provide proof of qualifications. I also understand that dependent on the job requirements, I may need to submit to a physical examination, including pre-employment drug testing, a criminal and/or financial background check, and may be required to submit a DMV driver history printout. If upon checking these, it is determined that I do not meet the specific requirements for this job, I understand I will be disqualified.

Signature: _____ Date: _____