

THE ROBSTOWN HOUSING AUTHORITY has a job opening for an experienced Maintenance Technician. Applicant must possess a valid Texas driver's license. Applicant must be able to pass a drug screening test. Applicants must have strong, general knowledge in plumbing, carpentry, electrical, HVAC and appliance repair. Applicants must possess a high school diploma or equivalent. Five (5) years of work experience in the various aspects of the specific area or specialization may be substituted for this educational requirement. Applications may be obtained from the main office of the Robstown Housing Authority located at 625 W. Ave. F., in Robstown or online at www.robstownhousing.com. The Robstown Housing Authority is an Equal Opportunity Employer. Position will remain open until filled or Jan. 15, 2026, whichever occurs first. **No phone calls please.**



Hourly rate of pay will range from \$12.50 to \$13.50 an hour depending on experience, qualifications and skills.

Other Benefits Include:

Health Insurance - Employee 100% & Other Tier Rates Vary

Dental Insurance - Employee 100% & Other Tier Rates Vary

Vision Insurance - Employee 100% & Other Tier Rates Vary

Life Insurance - Employee 100%

Retirement Plan (After one (1) year anniversary)

Overtime Pay

Paid Time Off (PTO) Based on Years of Service

Paid Holidays



EMPLOYMENT / JOB APPLICATION

PERSONAL INFORMATION

FULL NAME: _____ DATE: _____
First Middle Last

ADDRESS: _____
Street Address Apt/Suite
City State Zip Code

E-MAIL: _____ PHONE: _____

SOCIAL SECURITY NUMBER (SSN): _____ - _____ - _____

DATE AVAILABLE: _____ DESIRED PAY: \$ _____ ☐ HOUR ☐ SALARY

POSITION APPLIED FOR: _____

EMPLOYMENT DESIRED: ☐ FULL-TIME ☐ PART-TIME ☐ SEASONAL

EMPLOYMENT ELIGIBILITY

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.? ☐ YES ☐ NO*

HAVE YOU EVER WORKED FOR THIS EMPLOYER? ☐ YES* ☐ NO

*IF YES, WRITE THE START AND END DATES: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ☐ YES* ☐ NO

*IF YES, PLEASE EXPLAIN: _____

CAN YOU TRAVEL IF THE JOB REQUIRES IT? ☐ YES* ☐ NO

ARE YOU AVAILABLE FOR ON-CALL DUTY? ☐ YES ☐ NO

EDUCATION

HIGH SCHOOL: _____ CITY / STATE: _____

FROM: _____ TO: _____

GRADUATE? ☐ YES ☐ NO DIPLOMA: _____

COLLEGE: _____ CITY / STATE: _____

FROM: _____ TO: _____

GRADUATE? ☐ YES ☐ NO DEGREE: _____

OTHER: _____ CITY / STATE: _____

FROM: _____ TO: _____

DEGREE/CERTIFICATION: _____

OTHER: _____ CITY / STATE: _____

FROM: _____ TO: _____

DEGREE/CERTIFICATION: _____

PREVIOUS EMPLOYMENT

EMPLOYER 1: _____

Company / Individual

E-MAIL: _____ PHONE: _____

ADDRESS: _____

Street Address

Apt/Suite

City

State

Zip Code

STARTING PAY: \$ _____ ☐ HOUR ☐ SALARY ENDING PAY: \$ _____ ☐ HOUR ☐ SALARY

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____

REASON FOR LEAVING: _____

EMPLOYER 2: _____

Company / Individual

E-MAIL: _____ PHONE: _____

ADDRESS: _____

Street Address

Apt/Suite

City

State

Zip Code

STARTING PAY: \$ _____ ☐ HOUR ☐ SALARY ENDING PAY: \$ _____ ☐ HOUR ☐ SALARY

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____

REASON FOR LEAVING: _____

EMPLOYER 3: _____
Company / Individual

E-MAIL: _____ PHONE: _____

ADDRESS: _____
Street Address Apt/Suite
City State Zip Code

STARTING PAY: \$ _____ ☐ HOUR ☐ SALARY ENDING PAY: \$ _____ ☐ HOUR ☐ SALARY

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____

REASON FOR LEAVING: _____

SPECIAL SKILLS AND QUALIFICATIONS

Summarize Special Skills and Qualifications acquired from previous employment

REFERENCES

(PROFESSIONAL ONLY)

FULL NAME: _____ RELATIONSHIP: _____
First Last

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

FULL NAME: _____ RELATIONSHIP: _____
First Last

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

FULL NAME: _____ RELATIONSHIP: _____
First Last

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

MILITARY SERVICE

ARE YOU A VETERAN? ☐ YES ☐ NO

BRANCH: _____ **RANK AT DISCHARGE:** _____

FROM: _____ **TO:** _____

BACKGROUND CHECK CONSENT

IF ASKED, ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK? ☐ YES ☐ NO

IF ASKED, ARE YOU WILLING TO CONSENT TO A DRUG SCREENING TEST? ☐ YES ☐ NO

IF ASKED, ARE YOU WILLING TO CONSENT TO A DRIVERS LICENSE CHECK? ☐ YES ☐ NO

DISCLAIMER

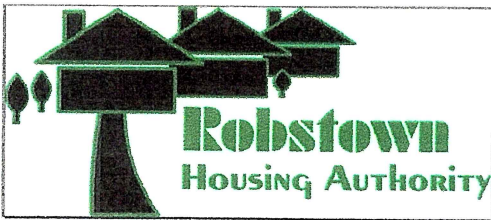
Applicant understands that this is an Equal Opportunity Employer and committed to excellence through diversity. In order to ensure this application is acceptable, please print or type with the application being fully completed in order for it to be considered.

Please complete each section **EVEN IF** you decide to attach a resume.

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 _____



Position Description:

Title: Maintenance Technician
Supervisor: Maintenance Superintendent
FLSA Status: Hourly
Department: Maintenance

Position Summary:

Under the supervision of the Maintenance Superintendent. Responsible for maintenance of building, facilities, grounds and dwelling units. Performs carpentry, electrical, plumbing and general repairs on building, fixtures, mechanical/HVAC equipment or machinery. This position required to be "on-Call" for emergencies as list on the rotating schedule after hours, on weekend and holidays. Duties include the following:

Essential Duties and Responsibilities:

The below statement is intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

1. Operates as maintenance "On-Call" on a rotating basis as assigned to cover emergency situations after hours, on weekends and holidays.
2. Makes general repairs to the interior and exterior of building and facilities and maintains furniture and equipment employing a high degree of skill in the plumbing, carpentry, electrical, mechanical/HVAC and related trade fields.
3. Repairs, replaces and services heating units, and all type of air conditioning systems.
4. Makes repairs and adjustment to various appliance and equipment (e.g., refrigerators, gas and electric stoves, furnaces, electric motors, smoke detectors, carbon monoxide detectors, power tools and test equipment). This includes checking and maintaining lubricant levels, timing, replacing and adjusting worn or damaged parts.
5. Repairs or replace plumbing fixtures and fittings (e.g., leaky faucets, clogged drains and sewer lines, damaged toilets, sinks and water cutoffs). Repairs or replaces water heaters and lavatory sinks. Repairs connecting piping. Repairs, replace gas main piping.

6. Prepares all interior/exterior wall surfaces for painting by removing electrical outlets and lighting fixtures, spreading drop cloths, scraping peeled paint, patching holes, taping and floating drywall, etc.
7. Starts, operates and checks for safety and maintenance on a wide variety of small engines, hand tools, pumps, chain saws and pickup trucks.
8. Performs general road maintenance by clearing draining, spreading road surface material, filling potholes, placement of signs, repairing fences, tree removal, etc.
9. Replaces appliances and equipment when necessary.
10. Knowledge of proper conduct in dealing with residents and telephone etiquette.
11. Completes work orders and documents in English all information needed to correctly determine what inventory was used and the costs related to each completed work order.
12. Performs carpentry, electrical, plumbing and general repairs on mechanical equipment or machinery.
13. Assist with the Make Ready process, of inspecting the vacancy, drafting up the supply list, meeting contractor, provides contractor with supplies, conducts quality control inspections and provides approval of completion of all vacancies, when requested.
14. Responds to emergency calls.
15. Operates trucks, other machines and tools, assisting staff in the proper use and upkeep of each.
16. Assures the satisfaction of customers in quality and responsiveness of services.
17. Supports the relationship between RHA and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors and RHA staff.
18. Enthusiastically promotes the Executive Director's priorities for the operations of RHA.
19. Performs other related duties as assigned and/or required.

Behavioral Competencies:

This position required the incumbent to exhibit the following behavioral competencies.

Problem Solving: Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully, develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with sensitive topics and/or irate customers.

Customer Service: Understand all PHA employees have external and/or internal customers that they provide services and information to; honor all of the Authority's commitments to customers and residents by providing helpful, courteous and knowledgeable customer service.

Interpersonal Skills: Focuses on solving conflict, not blaming; maintains confidentiality; listens to others; establishes rapport when working with others.

Teamwork: Cooperates with others to accomplish common goals; works with employees within and across his/her department; treats others with respect and maintains a friendly demeanor; values the contributions of others.

Result Focus: Consistently delivers required agency results; sets and achieves quality standards and meets all deadlines; maintain focus on Agency goals.

Accountability: Accepts full responsibility for self and contributions as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizations success and inspires other to commit to goals; demonstrates a commitment to delivering on his/her public duty and presenting oneself as a credible representative of the Agency to maintain the publics trust.

Professionalism: Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.

Qualifications:

To perform his 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 disability to perform the essential functions.

Job Competencies:

- . Ability to work with the highest degree of confidentiality.
- . Knowledge business English and math.
- . Skill in operating computer equipment and general office machines.
- . Knowledge of applicable building codes, ordinances, fire regulations and safety precautions.
- . Knowledge of tools, equipment and practices associated with public housing maintenance.
- . Skill in reading blueprints, shop drawings and sketches.
- . Knowledgeable and capable of using internet resources for research and developing reports.
- . Ability to learn computer software programs as require for assigned tasks.
- . Ability to communicate clearly and concisely, orally and in writing.
- . Ability to establish and maintain effective and courteous relationships with employees and other business contacts.
- . Above average analytical and reasoning abilities.
- . Ability to coordinate several concurrent act ivies simultaneously.
- . Strong interpersonal skills.
- . Must regularly participate in continuous improvement and education, which may require traveling in and out of State.
- . Ability to communicate bilingually is required, English and Spanish.
- . Bondable.
- . Employ7ee must possess a valid Texas driver's license or acquire one within the first 30 days of employment.
- . Eligible for coverage under the authority's fleet auto insurance.

Education and/or Experience:

High school diploma or GED equivalent. Minimum of five (5) years' experience in building maintenance and construction and this to include experience in carpentry, electrical, plumbing and general repairs on building, fixtures, mechanical/HVAC equipment or machinery, or an equivalent combination of education and experience.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function 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, stand and walk. While the work is primarily sedentary, excessive walking, standing, bending and carry of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or mover up to 25 pounds. The noise level in the work environment is usually quiet.

Cross Training:

While employed with RHA, staff will be exposed to cross training. Cross training allows Rha to increase resources and efficiency by:

- . Helping employees acquire and enhance skills, knowledge and abilities.
- . Improving understanding of the different parts of departments and eventually of the organization as a whole.
- . Leading to better coordination and teamwork.

Staff needs to have the ability and the willingness to be crosse-trained in different positions withing RHA. This on-the-job cross-training, allows the Agency to also provide staffing flexibility when an employee is absent for a planned vacation, emergency or after a position is vacated.