



# Housing Authority of Indiana County

## Open Position: Maintenance Mechanic

The Indiana County Housing Authority is searching for a full-time, qualified, and reliable maintenance mechanic. The candidate should have 3-5 years' experience in facility maintenance to join our team.

The chosen candidate must be able to multitask on several fronts to ensure operational effectiveness. Additionally, they will be working directly with our maintenance staff and housing inspector to learn all maintenance processes, procedures and HUD rules and regulations, to ensure they are done correctly and that all compliances are being met.

### Qualifications Necessary:

- \* A high school diploma and 3-5 years' experience as a facility maintenance technician.
- \* A working knowledge of electrical systems, HVAC systems, plumbing systems, carpentry, appliance repair and refurbishing vacant units to ensure readiness for new tenants.
- \* Candidate must be able operate and maintain equipment including mowers, snowblowers, snowplow, sump pumps, etc and operate a variety of hand tools and be comfortable with heights and the use of an extension ladder.
- \* A working knowledge of grounds keeping including sidewalk and parking lot repair, mortar repair, fence repair, storm drain repair, lawncare and snow removal.
- \* Candidate must have an understanding of elevators, fire alarms and other facility-related systems.
- \* Computer proficiency is required
- \* Problem Solving skills are crucial, along with excellent decision-making skills
- \*Candidate must have a valid PA driver's license, be able to pass a drug test, criminal background and child abuse screenings and be able to participate in on-call rotations. Candidate must also be able to lift 80+ lbs.

Job Type: Full-time





# Housing Authority of Indiana County

Pay: Competitive Pay, top rate of pay scale will be met after two years of employment.

## Benefits:

- Health insurance
- Vision Insurance
- Life insurance
- Paid time off
- 13 Paid Holidays
- Retirement
- Dental offered
- Company Vehicle

## Schedule:

- 8 hour shift
- Monday to Friday, 7:00am – 3:30pm
- Weekly on-call rotation required

## Experience:

- Maintenance: 3 years (Required)
- EPA Universal Certification a plus but not required

Please send resume and cover letter by November 30, 2021 to:

Shannon Kundla, Executive Director  
Housing Authority of Indiana County  
104 Philadelphia Street  
Indiana, PA 15701

Or

[shannonkundla@haichousing.com](mailto:shannonkundla@haichousing.com)

Open Date: 11/12/2021

Close Date: 11/30/2021



104 Philadelphia Street, Indiana, PA 15701  
Telephone & TDD 724-463-4730 Fax. 724-463-4743

