

Job Posting: Maintenance Aid

Housing Authority of the City of Orange, Texas

Position Title: Maintenance Aid

Location: Orange, Texas

Department: Housing Authority Maintenance Team

Employment Type: Full-time Contractor Position

Salary: Based on Experience

Application Deadline: 4/17/2025

Position Summary:

The Housing Authority of the City of Orange, Texas, is seeking a motivated and reliable individual for the position of Maintenance Aid. This position plays a crucial role in the upkeep and repair of the Housing Authority's properties, ensuring a safe, clean, and well-maintained environment for our residents. The ideal candidate will possess basic maintenance skills, a strong work ethic, and a commitment to providing quality service.

Key Responsibilities:

- Assist in general maintenance and repair of residential buildings and grounds, including plumbing, electrical, carpentry, and HVAC systems.
 - Perform routine inspections of properties to identify and address maintenance issues.
 - Respond to maintenance requests from residents in a timely and professional manner.
 - Maintain accurate records of work orders, repairs, and maintenance activities.
 - Assist in the cleaning and maintenance of public areas, including common spaces, hallways, and exterior grounds.
 - Maintain and repair tools, equipment, and machinery.
 - Follow safety protocols and adhere to OSHA guidelines to ensure a safe working environment.
 - Work as part of a team and assist in additional duties as needed by the Maintenance Supervisor or Housing Authority staff.
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Qualifications:

- High school diploma or GED required.
- Previous experience in maintenance or a related field is preferred but not required.
- Basic knowledge of plumbing, electrical, carpentry, and HVAC systems.
- Ability to use hand tools and power tools effectively and safely.
- Strong attention to detail and ability to prioritize tasks.

- Excellent communication skills and ability to work well with others.
 - Ability to lift and move up to 50 pounds.
 - Valid Texas driver's license and reliable transportation.
 - Must pass a background check and drug screening.
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Application Instructions:

Interested candidates are invited to submit a resume and a completed application to the Housing Authority of the City of Orange, Texas, by 4/17/2025. Applications can be found at <https://orangeha.com/career-opportunities/>

Applications can be submitted by:

- Email: Morgan Allen (mallen@hacotx.com)
- Mail: Housing Authority of the City of Orange, 516 Burton Avenue, Orange, TX 77630
- In person: Orange Housing Authority, 516 Burton Avenue, Orange, TX 77630