

CHARLESTON COUNTY HOUSING & REDEVELOPMENT AUTHORITY

is currently accepting applications for the position of:

Trades Technician I – General Maintenance

Performs a variety of general, basic maintenance and repair functions under close supervision in one of more of the crafts or trades. May work independently or be assigned to a crew of workers. May give assistance to skilled Maintenance Mechanics or be assigned to specific functions such as general maintenance and repair, and janitorial duties. The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

Preferred Knowledge and Experience

1. Good knowledge of techniques, methods, materials, and equipment used in custodial activities and grounds keeping.
2. Ability to understand and follow simple instructions.
3. Skilled in use of various custodial and building maintenance tools and equipment as appropriate.
4. Ability to perform moderately strenuous physical activity.
5. Ability to establish and maintain effective working relationships with other employees and residents.
6. Thorough knowledge of occupational hazards and applicable safety precautions of the assigned work.
7. Ability to read and/or understand directions contained in repair manuals and instructions/warning on cleaning agents.

Education and Experience

High School Graduate or GED desirable. One (1) year experience in the maintenance field or an equivalent combination of education and experience sufficient to fulfill essential position functions.

Uniform Physical Condition Standard (UPCS) Certification must be obtained within one (1) year of hire or other allowable period of hire as authorized by the Facilities Manager.

Reports to: To be announced

Department/Division: Public Housing & Maintenance

FLSA Status: Non-Exempt

Salary Range: \$12.00 - \$14.00

A completed CCHRA employment application is required for consideration. Resumes will be accepted only with a completed CCHRA application and will not be accepted as a substitute for an application. Applicants must possess a valid S.C. driver's license and be skilled and knowledgeable with personal computer equipment and Microsoft Office applications. The job vacancy announcement is not a contract. All positions will remain open until closed or filled. The status of a position may be changed at any time. Job applications are available at CCHRA.net, or apply in-person Monday thru Friday, 8:30 a.m. - 4:30 p.m. or Wednesday at 8:30 a.m. until Noon. Return completed application(s), **with job title in subject line**, in pdf format to [**hrapps@cchra.net**](mailto:hrapps@cchra.net) or bring or mail to.

Human Resources Officer
Charleston County Housing and Redevelopment Authority
2106 Mt. Pleasant Street
Charleston, South Carolina 29403
HRApps@cchra.net

(This email address is for applications to available job positions only)

Due to the large volume of applications normally received, only those candidates chosen for an interview will be notified of position disposition. ***Please do not call or email for status.*** For further details, please visit CCHRA.net.

CCHRA is an Equal Opportunity Employer and Drug Free Workplace
CCHRA participates in E-Verify
CCHRA participates in the SC Public Employee Benefits Authority Program