

## MAINTENANCE / TRADES TECHNICIAN ASSISTANT

Charleston County Housing and Redevelopment Authority (CCHRA) is seeking a skilled Helper for the Maintenance / Trades Technician Assistant position. This is a labor position and will perform a variety of semi-skilled and skilled maintenance and repair work in a variety of trade areas and may include construction and repair work on CCHRA and CCHRA Housing Foundation buildings, facilities and property, and other work and activities as requested. Examples of work includes preventive maintenance and emergency repair activities, as well as new construction projects, build, remodel, and repair cabinets, counters, shelves, miscellaneous furniture, barricades, park benches and other related items from rough sketches. Modify and repair walls, partitions, doorways, window casings, stairways, roofs, tables, chairs, and other wooden items; may repair and paint buildings and roofs. Remove and replace partitions, floors and floor coverings; performs dry wall finishing and spot plastering; may prepare base coats and set up ladders, scaffolding, and related rigging.

Perform bench carpentry work in a shop equipped with power tools; may replace and install locks, windows, screens, and other related items or components. Service a variety of heating and air conditioning equipment such as boilers, heaters, heat exchangers, pumps and related ventilating equipment; may change filters; may install smaller air conditioning units. Service and maintain electrical systems, including cables, power circuits, generators, and control equipment; may wire new or altered buildings.

Repair and replace pipes, valves, fittings and other fixtures; packs faucet; may wipe and flush joints; may clean out drains and obstructions in water and sewer systems. Maintain all equipment in safe operating order and condition; maintains clean and safe work areas; completes related paperwork as required.

This position **requires trade experience** to be considered. **Competitive pay; state health, dental, vision and retirement benefits.** Generous holiday, sick and vacation time. Must have **valid driver's license**. Download the job application from [www.cchra.net](http://www.cchra.net) and scan/email to [hrapps@cchra.net](mailto:hrapps@cchra.net), fax (843) 266-8806 or mail completed application. ***CCHRA is an Equal Opportunity Employer.***

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of standard practices of one or more of the building and construction craft areas, including the use of appropriate materials, tools, and procedures.
2. Knowledge of the alteration, repair, and construction of buildings, equipment and fixtures.
3. Knowledge of preventive maintenance procedures.
4. Knowledge of occupational safety and health requirements and the proper precautions to take to ensure own personal safety and safety of co-workers and the general public.
5. Ability to understand and follow oral and written work directions.
6. Ability to physically perform assigned tasks.
7. Ability to establish and maintain effective and productive working relationships with job co-workers, superiors, and others.
8. Ability to operate and maintain various tools and equipment needed to complete assigned tasks.
9. Skill in the use of construction, repair, and maintenance hand and power tools.
10. Skill in the safe operation of light motor vehicles.

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:**

A high school diploma, GED, or other certificate of competency and **two (2) years of related work experience** in the building and construction trades; or an equivalent combination of training and experience. **Requires possession of a valid South Carolina driver's license.** *CCHRA is an Equal Opportunity Employer.*