

**THE GREATER GADSDEN HOUSING AUTHORITY (GGHA)**

## **Job Posting**

**Selecting Officer:**     **Greg Price, Executive Director**  
                                     **Scott Mayo, Director of Maintenance & Modernization**

**Construction and Modernization Specialist Position:** The Construction & MOD Specialist Position is located in the Maintenance Department at 500 Tuscaloosa Avenue, Gadsden, Alabama. The office hours are Monday thru Thursday from 7:00 am to 5:30 pm.

**Advertising Date: Monday, May 12, 2025:** Applications will be taken until the position is filled but the initial review of applications will begin **June 2, 2025**, and applications received after June 2<sup>nd</sup> may not be reviewed if the position is filled. However, applications are maintained for one year in case of another vacancy.  
**Note:** Must complete the application supplied by the GGHA.

**Condition of Employment:** The GGHA is advertising for a Construction and Modernization Specialist position. **The applicants selected for this position will serve an introductory period; therefore, will not be entitled to benefits. The temporary period for the employee will be a minimum of three months and a maximum of one year.** Each employee's performance will be evaluated monthly and/or quarterly and if the job is being performed satisfactorily, the position may be converted to a regular position. At this time, the employee will be entitled to benefits, as appropriate.

**See job description for work and experience requirements.**

The information contained in the application and job experience (as indicated in the application) will be evaluated to determine if the applicant meets the requirements for this position. This information will be evaluated and rated, and highest rated candidates will be contacted for an interview. Individuals that do not meet the minimum requirements and/or are not one of the best qualified candidates for the position will be notified, in writing, of this determination. Individuals selected for an interview will be notified, in writing, of their selection or non-selection.

**NOTE:** For all applicants selected for the interview and not selected, your application for this position will remain on file with the GGHA for 1 year for consideration if this position were to become vacant for any reason.

All GGHA buildings are designated as non-smoking!

**Starting Salary to be determined.**

**The GGHA is an Equal Opportunity Employer: See Application for Equal Opportunity Statement**

# **Job Description**

## **Greater Gadsden Housing Authority**

### **Construction & Modernization Specialist**

**Department:** Technical Services                      **Level:** 15                      **Date:** 8/1/2021  
**Reports To:** Coordinator of Construction and Modernization                      **FLSA:** NE

#### **Summary**

Perform and assist with interior and exterior basic carpentry work; minor electrical, plumbing, masonry, and concrete work on existing housing or new construction for all GGHA owned and managed properties, on major construction/modernization projects. Perform work assigned by supervisor or crew leader, based on schedule established by management.

#### **Essential Job Functions**

- A. Perform and assist with construction & modernization tasks under the Capital Fund Program
  - 1. Perform and assist with installation and/or repair of basic carpentry work, using hand tools and equipment, and clean up after the project
  - 2. Perform and assist with the installation and/or repair of interior and exterior building structures made of wood/metal and similar materials, and completing related work
  - 3. Perform minor masonry and concrete work, as assigned
  - 4. Perform demolition of interior walls, concrete slabs, etc.
  - 5. Notify supervisor of deficiencies found while completing daily assignments
  - 6. Assist other staff and/or contractors as requested by supervisor
  - 7. Comply with all GGHA policies and procedures including attendance and reporting requirements; Hud regulations and requirement; federal, state, and local building standards, requirements, and codes; and with required safety standards, reporting violations to management, as required
- B. Perform a variety of tasks to support Construction/Modernization projects
  - 1. Pick up supplies and run errands, as needed
  - 2. Complete required paperwork and records on time
  - 3. Assist in keeping and assigned work area clean, neat, and organized
  - 4. Perform miscellaneous tasks needed to complete work, as requested
  - 5. Promote goodwill and a positive image of the Agency by establishing a positive work relationship with co-workers, and contractors

#### **Knowledge, Skills, and Abilities**

- 1. Knowledge of the basic principles of building construction/maintenance, including standard practices and methods of electricity, plumbing, and carpentry
- 2. Knowledge of the basic practices, methods, tools, and equipment used in repairing/replacing/maintaining electrical and plumbing systems
- 3. General knowledge of masonry and concrete work

4. Knowledge of safety rules, including accident causation and prevention
5. Knowledge of basic mathematics in order to take accurate measurements and calculate required materials
6. Knowledge of tools and equipment used in building construction/maintenance
7. Ability to perform routine replacements and/or repairs, and new construction
8. Ability to operate tools and equipment used in building construction/maintenance, including demolition saw, small jackhammer, tractor, forklift, etc.
9. Ability to verbally communicate with co-workers, tenants, and supervisors
10. Ability to understand and carry out oral and written instructions
11. Ability to perform routine maintenance on small mechanical equipment
12. Ability to move objects, such as building materials and appliances
13. Ability to use tools and equipment of the building trades
14. Ability to work independently, with minimum supervision, i.e. self-motivated
15. Ability to operate and drive vehicles and equipment, such as truck, tractor, backhoe, etc.
16. Ability to establish and maintain effective working relationships with co-workers, residents, contractors, and the general public

### **Minimum Qualifications**

Completion of a specialized course of study at a trade school, or completion of an apprenticeship program, plus two years of experience performing construction/maintenance work, or an equivalent combination of education and experience.

Other: Valid Driving License  
Ability to be insured under the Housing Authority's automobile insurance

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. All job duties must be performed in accordance with the provisions of the employee handbook.