

RESOLUTION NO.82-041

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO
ON DATE OF

August 24, 1982

MAINTENANCE REPRESENTATIVE HIRING PROCEDURE

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY
OF SACRAMENTO:

1. The Maintenance Representative Hiring Procedure,
attached hereto as Exhibit "A", is accepted and approved.

Thijs P. Hendrick
CHAIRMAN

ATTEST:

William H. Edgar
SECRETARY

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

MAINTENANCE REPRESENTATIVE HIRING PROCEDURE

The following procedure will be applied when determining Maintenance Representative responsibilities and compensation.

Duties will be limited to those listed below:

Vacuuming, sweeping; picking up trash; emptying trash cans; moving trash bins; replacing hand towels; filling soap dispensers; replacing toilet paper and seat covers; filling sanitary napkin dispenser; changing light bulbs; moving furniture; informing Management of any vacant units or unusual occurrences or maintenance problems; calling Fire Department or Police Department in case of emergencies; **assisting residents whenever possible**; unlocking and locking common area doors as directed by Community Services.

Compensation:

Compensation will be based on the number of hours worked per month. The hourly rate paid will be the existing minimum wage rate of \$3.35 per hour. An analysis conducted by Management staff has determined that in elderly and family complexes under 50 units, all duties can be performed within 14 hours monthly. For those elderly and family complexes that number above 50 units, but less than 110, it has been determined that duties can be performed within 28 hours monthly.

<u>Units</u>	<u>Hours</u>	<u>Compensation</u>
0 - 50	14 hours per month x \$3.35 =	\$47.00
51 - 110	28 hours per month x \$3.35 =	\$94.00
110 - over	30 hours per month x \$3.35 = (Family only)	\$100.00

Due to the fact that permanent Management and Maintenance staff are assigned to family projects and are present at these projects on a daily basis, they perform many of the duties that Maintenance Representatives perform in the elderly complexes. However, after normal working hours and on weekends, Maintenance Representatives at family developments will perform duties as listed. It has been determined that the Maintenance Representatives could perform their duties on a 30-hour per month basis.

Selection Procedure:

A note of "position availability" will be posted on the bulletin board in the building/project where the position is available. The notice will include the duties of the position and salary. Interested parties must be residents of the Agency. They will leave their name at the project office and will be interviewed by the Area Manager. The Area Manager will be responsible for making the selection of the Maintenance Representative.