



ST. CLAIR COUNTY HOUSING AUTHORITY

Administrative Department
1790 South 74th Street
Belleville, IL 62223



Phone: (618) 277-3290 Fax: (618) 277-1806 TDD: (800) 545-1833 x 933

www.sccha.org

JOB ANNOUNCEMENT – November 6, 2024

The **St. Clair County Housing Authority (SCCHA)** is presently accepting applications for the following position:

Position: Temporary Maintenance Aide

Location: Assignments throughout St. Clair County

Salary: \$ 16.00 per hour, depending upon experience and qualifications

This is a temporary position involving full-time hours (40 per week) with potential for assignments throughout St. Clair County. Under the direction of the Property Manager, the Asset Management Director and /or the Supervisor of Maintenance and as a part of a team, the Temporary Maintenance Aide is responsible for making vacant units ready for occupancy and, when applicable, will pass the local municipal inspection. The work involves a wide-range of general repair and maintenance tasks, including, but not limited to the basics in plumbing, electrical, drywall repair, painting, carpentry (such as hanging doors, fixing cabinets, etc), stove and refrigerator repair, unit cleaning and final preparation.

In addition to having the requisite maintenance and repair skills and abilities, the Maintenance Aide must exercise good judgment and discretion in dealing with residents, visitors, vendors and staff. The ideal candidate should possess good communication skills, good customer service skills, and a professional demeanor at all times.

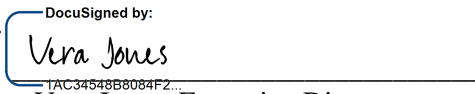
Requirements include a minimum of one-year related work experience, ability to provide and use personal set of basic hand tools while on the job, a valid driver’s license with good driving record, ability to use personal car for SCCHA business and document that it is insured in accordance with State law. Persons with vocational training are considered preferred applicants.

Interested applicants **must** complete an SCCHA Application for Employment form and may submit a resume and related materials. Applications and Job Descriptions including specific requirements and qualifications for this position are available upon request by contacting

Shanae Golliday-Anderson, Administrative Director
St. Clair County Housing Authority
1790 South 74th Street
Belleville, Illinois 62223
Phone: 618-277-3290, extension 6980

The SCCHA reserves the right to verify application information, conduct selective interviews and make the final decision with regard to applicant’s appointment to this position.

Deadline: 4:00 P.M., Friday, November 29, 2024

Approved for Posting by: 
Vera Jones, Executive Director