

Maintenance Technician

Position Title: Maintenance Technician

Reports To: Executive Director / Maintenance Supervisor

Location: Housing Authority of Fulton

Status: Full-Time

Pay: Based on Experience

Application Deadline: June 25, 2026

Position Summary

The Maintenance Technician is responsible for performing routine maintenance, repairs, and upkeep of housing authority properties to ensure safe, clean, and well-maintained housing for residents. Duties include general repairs, preventive maintenance, unit turnovers, grounds maintenance, and responding to work orders and emergency maintenance needs.

Essential Duties and Responsibilities

- Perform general maintenance and repairs in occupied and vacant units, including:
 - Plumbing repairs
 - Electrical repairs
 - HVAC maintenance and repairs
 - Carpentry work
 - Painting and drywall repair
 - Appliance repair and installation
- Complete work orders in a timely and professional manner.
- Prepare vacant units for occupancy, including cleaning, repairs, and inspections.
- Conduct preventive maintenance inspections of buildings, equipment, and grounds.
- Maintain property grounds, including mowing, trimming, and litter removal as needed.
- Respond to after-hours emergencies on a rotating on-call schedule.
- Operate maintenance equipment and tools safely.
- Assist with inspections conducted by HUD, state agencies, and management.
- Maintain accurate records of work performed, materials used, and maintenance activities.
- Follow all safety procedures.
- Interact professionally and courteously with residents, contractors, and staff.
- Perform other duties as assigned.

Qualifications

Required

- High school diploma or GED.
- Valid driver's license and insurable driving record.
- Experience in building maintenance, construction, or a related field.

- Working knowledge of plumbing, electrical, HVAC, carpentry, and general maintenance practices.
- Ability to use maintenance tools and equipment safely.
- Ability to lift up to 100 pounds and perform physically demanding work.
- Ability to work independently and manage multiple priorities.

Preferred

- HVAC certification.
- EPA Refrigerant Certification.
- Experience working in public housing, apartment maintenance, or property management.
- Knowledge of HUD housing regulations.

Physical Requirements

- Frequent standing, walking, bending, climbing, kneeling, and lifting.
- Ability to work indoors and outdoors in varying weather conditions.
- Ability to climb ladders and work in confined spaces when necessary.

Benefits

- Health, dental, and vision insurance
- Short Term and Long Term Disability
- Supplemental Insurance (Accident, Cancer, etc.)
- Paid holidays
- Four Day Work Week
- Vacation and Sick leave

How to Apply

Applications can be picked up at the housing authority office at the address below or on our website, www.hafulton.org. Applicants can submit a completed application, resume, and any relevant certifications to:

Mallory Worley Graves

Executive Director

Housing Authority of Fulton, KY

201 N. Highland Dr.

PO Box 1497

Fulton, KY 42041

P (270) 472-1115

F (270) 472-9519

mallory.graves@housingauthorityoffulton.org

Equal Opportunity Employer

The Housing Authority of Fulton is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, veteran status, or any other protected status under applicable federal, state, or local law.

The Housing Authority is committed to providing equal employment opportunities in recruitment, hiring, compensation, promotion, training, discipline, and termination. We are dedicated to maintaining a workplace free from discrimination, harassment, and retaliation and to providing reasonable accommodations to qualified individuals with disabilities and to applicants during the hiring process upon request.

As a recipient of federal funding, the Housing Authority complies with all applicable federal civil rights laws and regulations, including those administered by the U.S. Department of Housing and Urban Development (HUD).

EMPLOYMENT APPLICATION
 (PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE)

THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT but merely is intended to evaluate suitability for employment. It is the policy of the Company to provide equal employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, national origin, genetic information, disability, veteran status and any other legally protected status under state and federal law.

PERSONAL INFORMATION

Name	Last	First	Middle	Social Security #	
Home Phone				Work Phone	
Please list below your current address and your two other most recent addresses:					
Current					

Street	City	State	Zip	Since (Mo/Yr)	
Prior 1					

Street	City	State	Zip	Since (Mo/Yr)	
Prior 2					

Street	City	State	Zip	Since (Mo/Yr)	

EDUCATION

High School Attended	City, State	Did you earn a Diploma?
Undergraduate College Attended	City, State	Areas of Study Degree/Certificate
Graduate School Attended	City, State	Areas of Study Degree/Certificate
Trade, Business or Other School Attended	City, State	Areas of Study Degree/Certificate

*****THE COMPANY IS AN AT-WILL, EQUAL OPPORTUNITY EMPLOYER*****

EMPLOYMENT INFORMATION

Position Applied For:	Date You Can Start Work:	Desired Salary: \$
Do You Prefer? <input type="checkbox"/> Full or <input type="checkbox"/> Part Time	Can You Work? <input type="checkbox"/> Weekends <input type="checkbox"/> Evenings	
<i>Please answer all of the following questions. When necessary, note question number and use an extra paper to provide explanations:</i>		
1) Are you at least 18 years of age and legally eligible to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO		
2) Will you work overtime when necessary? <input type="checkbox"/> YES <input type="checkbox"/> NO		
3) Have you received a description of the job or been made aware of the essential functions of the job you are applying for? <input type="checkbox"/> YES <input type="checkbox"/> NO		
4) Do you understand the job requirements? <input type="checkbox"/> YES <input type="checkbox"/> NO (If no, please explain)		
5) Are you on layoff and subject to recall? <input type="checkbox"/> YES <input type="checkbox"/> NO		
6) Are you currently bound by a noncompetition or trade secret agreement? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, please explain)		
7) Have you ever been discharged or asked to resign from a job? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, please explain)		
8) Have you ever been involuntarily terminated from a job? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, please explain)		

EMPLOYMENT HISTORY

MAY WE CONTACT YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO				
<i>Please list below your last four employers beginning with the most recent:</i>				
Most Recent Employer	City	State	Zip Code	Phone
Position Held	Dates From/To	Supervisor:		
Duties	Reason for Leaving			
Next Most Recent Employer	City	State	Zip Code	Phone
Position Held	Dates From/To	Supervisor:		
Duties	Reason for Leaving			

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Next Most Recent Employer	City	State	Zip Code	Phone
Position Held	Dates From/To	Supervisor:		
Duties	Reason for Leaving			
Next Most Recent Employer	City	State	Zip Code	Phone
Position Held	Dates From/To	Supervisor:		
Duties	Reason for Leaving			

JOB-RELATED SKILLS

Please answer the following questions if the position you are applying for requires driving a motor vehicle:

1. Do you have a valid driver's license? YES NO
 (If YES: Driver's License Number) _____ State of Issue: _____
2. Have you been convicted of or pled guilty to any traffic-related offense within the past five years? YES NO
3. Have you had your driver's license suspended or revoked or had your driving privileges modified by a court of law? YES NO
4. Please list all states from which you hold or have held a driver's license:

Please use this space to list any special skills you may have that relate to the position applied for:

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Please list any professional licenses, designations, certifications, and the like, that may relate to the position applied for. Include date granted, name of organization and any other relevant information.

1.

2.

3.

APPLICANT'S CERTIFICATION AGREEMENT

1. I authorize the investigation of all statements contained in this application and release from all liability any persons or employers supplying such information, and I also release the Company from all liability which might result from making the investigation.
2. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of facts on this application (or on any required documents) may result in denial of employment or immediate termination of employment, regardless of when or how discovered.
3. I agree, if I am offered and accept a position, to conform to all existing and future Company rules and regulations and I understand that the Company reserves the right to change wages, hours and working conditions as deemed necessary. I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER PARTY CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON.
4. I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.
5. I have read and reviewed the information provided in this application and the above statements. By signing this application for employment, I certify that I understand all parts of it and have answered all questions completely and fully.

Signature

Date

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Standard Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.

"Employer" HOUSING AUTHORITY OF FULTON	Position applying for MAINTENANCE TECHNICIAN
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PERSONAL DATA

Name (last, first, middle)			
Street Address and/or Mailing Address	City	State	Zip
Home Telephone Number	Business Telephone Number	Cellular Telephone Number	
Date you can start work	Salary Desired	Do you have a High School Diploma or GED? Yes <input type="checkbox"/> No <input type="checkbox"/>	

POSITION INFORMATION Check all that you are willing to work

Hours: Full Time <input type="checkbox"/>	Part Time <input checked="" type="checkbox"/>	Days <input type="checkbox"/>	Evenings <input type="checkbox"/>	Swing <input type="checkbox"/>	Graveyard <input type="checkbox"/>	Weekends <input type="checkbox"/>	Status: Regular <input type="checkbox"/>	Temporary <input type="checkbox"/>
Are you authorized to work in the U.S. on an unrestricted basis?							Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.)							Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, explain:								
Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job?								
Yes <input type="checkbox"/> No <input type="checkbox"/>								
Can you perform these essential functions of the job with or without reasonable accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>								

QUALIFICATIONS Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School			
School			
Other			

SPECIAL SKILLS List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.

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REFERENCES Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

Name	Address/City/State	Phone	Relationship

WORK HISTORY Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)

Job Title #1	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer? Yes No N/A

Job Title #2	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #3	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #4	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature

Date



HOUSING AUTHORITY OF FULTON

POSITION DESCRIPTION

MAINTENANCE MECHANIC

NON-EXEMPT POSITION

CHARACTERISTICS OF THE CLASS:

This position performs routine building and grounds maintenance tasks. Works under the general supervision of the Maintenance Supervisor with final decisions being made by the Executive Director. The Maintenance Supervisor will direct by specific instruction on each new or unusual assignment. Work is reviewed by inspection process.

EXAMPLES OF DUTIES:

Mows, edges and trims lawns and/or grounds, repairs plumbing, installs floor tile, installs ranges and refrigerators, minor electrical repair, cleans and paints vacated dwelling units, miscellaneous building repairs, collects and transports supplies and equipment, takes proper care of equipment used and return equipment and unused supplies to storage, must fill out work order on all maintenance tasks. Does related work as required. Upholds the professional image of the Housing Authority.

DESIRABLE EXPERIENCE AND TRAINING:

Preferably some building maintenance and graduation from high school or GED, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of building maintenance practices, supplies and equipment and ability to use them economically and efficiently. Ability to understand and follow specific oral and written directions. Ability to establish and maintain effective working relationships with residents, fellow workers and the general public. Skills in the care and use of shop equipment, power tools, and hand tools. Ability and initiative to perform preventative maintenance tasks. Ability to meet the physical demands of the job such as: standing for long periods of time, use of hands to feel or handle objects, tools, or controls; reach with hands and arms, climb or balance; and stoop, kneel, crouch, or crawl; lift and/or move up to 100 pounds. While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions and is frequently exposed to wet and/or humid conditions and risk of electrical shock. Could occasionally work in high precarious places and is occasionally exposed to fumes or airborne particles and chemicals. The noise level in the work environment is usually moderate.