

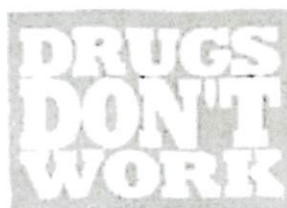
## Vacancy Announcement November 3, 2021

The Sylvester Housing Development is now accepting applications for the position of a **Maintenance Mechanic**. Applications may be picked up and returned to the Administrative Office located at 411 N. Jefferson Street Sylvester, Georgia, between 8:00 a.m. and 4:30 p.m. beginning Wednesday, November 3, 2021. Application must be received no later than Tuesday, November 24, 2021, or you can visit our web site at [www.shauthority.com](http://www.shauthority.com)

### MAINTENANCE MECHANIC

This type of work involves the performance of semi-routine and diversified duties in connection with repairs to and maintenance of buildings and grounds requiring a wide range of skills such as carpentry repairs, minor plumbing repairs, minor electrical and painting, gas lines and appliance repairs. The incumbent may be required to work under adverse conditions such as rain, sleet, snow, heat, cold, dust, and dirt. The incumbent generally works independently and exercises a great deal of judgment in resolving problems in the act of repairing buildings and residences. The incumbent may provide work direction and guidance to a small number of laborers, assistants, and/or custodians from time to time. Duties require considerable contact with resident and contractors. Drug testing, criminal background checks and Georgia Driver's License are required. Must have an EPA I Certification or the ability to acquire within 12 months of employment. **This** position is covered under Section 3 of the HUD act of 1968; HUD recipients and Section 3 residents are encouraged to apply.

**Starting Pay: DOE**



IN SYLVESTER HOUSING

Vacancy Announcement  
November 3, 2021

The Sylvester Housing Development is now accepting applications for the position of a **Resident Initiative Coordinator**. Applications may be picked up and returned to the Administrative Office located at 411 N. Jefferson Street Sylvester, Georgia, between 8:00 a.m. and 4:30 p.m. beginning Wednesday, November 3, 2021. Application must be received no later than Tuesday, November 24, 2021, or you can visit our web site at [www.shauthority.com](http://www.shauthority.com)

**Resident Initiative Coordinator**

Under the direction of the Chief Operating Officer, the incumbent of this position will perform responsible work in two functional areas of the Organization:

1. Resident Services

The provision of coordination and support for the planning and implementation of Resident Support Services: In this role, the incumbent functions as the liaison between the Management Team and our client's residents. The incumbent will provide information, advice, and support to ensure that residents live successfully in our affordable partner property communities: This will include developing, coordinating, and implementing educational, cultural, recreational, social, and economic programs for the residents in affordable housing properties owned, operated and/or managed by the Sylvester Housing Development Company.

2. Management and Administration

The provision of administrative support for Housing Management and Operations: This staff support position performs a variety of administrative and clerical duties for the organization. Functions include but may not be limited to receptionist, secretarial and clerical assignments, accounts payable, payroll, and other general administrative functions as required to support the efficient operation of the office. This position is covered under Section 3 of the HUD act of 1968; HUD recipients and Section 3 residents are encouraged to apply.

**Starting Pay: DOE**



***IN SYLVESTER HOUSING***

**The Sylvester Housing Development is an Equal Opportunity Employer**