



## Open Position: RSA Maintenance Worker I

The RSA Maintenance Division is currently seeking an RSA Maintenance Worker I, an unclassified position. Please submit a resume to Human Resources by the close of business on **Friday, July 19, 2024**. Not every applicant who submits an application will be interviewed.

**Job Title:**

**RSA Maintenance Worker I**

**Date:**

**July 5, 2024**

### POSITION OVERVIEW

This position includes performing routine maintenance and repair activities in the various RSA buildings.

### QUALIFICATIONS AND SKILLS REQUIRED

- High School diploma or GED.
- Strong interpersonal communication abilities.
- Strong ability to work in a team environment.
- Strong attendance record.

### MAJOR DUTIES AND RESPONSIBILITIES

- Assists coworkers in daily clean-up of assigned properties by checking outside concourse for trash and debris to ensure a neat appearance of the RSA grounds.
- Assist supervisor and coworkers in overseeing the daily operations of the assigned properties so that these properties operate smoothly with problems handled quickly and efficiently.
- Assumes responsibility for operations of the building and deck when the building manager is absent to ensure smooth operations and tenants' needs are met.
- Receives and inspects subcontractor services including unloading and storage of materials to ensure proper building repair and maintenance.
- Assesses and/or makes repairs to the assigned property's systems, such as electrical, mechanical, plumbing, and architectural, so that problems are handled quickly and efficiently with little or no inconvenience to the tenants.
- Communicates with individuals such as RSA department heads and managers, RSA employees, RSA tenants, vendors, visitors, and guests of the building, via personal contact, telephone calls, office visits, written correspondences, completion of forms, etc.
- Monitors, inspects, and reports on equipment associated with the building's automation systems, HVAC systems and elevator systems so that all problems can be addressed and corrected promptly with little or no inconvenience to the tenants.

### ADDITIONAL REQUIREMENTS

- Works overtime when necessary, so that problems regarding the assigned properties will be addressed promptly to minimize damage and inconvenience to the tenants.

The above statements are intended to describe the general nature and level of work performed by this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The successful candidate for this position will work with the Maintenance Division Monday-Friday, 8:00 a.m. to 5:00 p.m.

**SPECIAL NOTE: Not everyone that applies for this open position will be interviewed.**

**Applicants hired by the State of Alabama (RSA) on or after January 1, 2012, will be subject to the E-Verify process pursuant to Act No. 2011-535.**

**Link to application: <https://personnel.alabama.gov/Downloads/FillInStateApp202104.pdf>**

**Applications must be submitted to the Retirement Systems of Alabama, P.O. Box 302150  
Montgomery, Alabama 36130-2150, Attention: RSA Human Resources Division, Suite 544**

**Or email application to [RSA.HumanResourcesMail@rsa-al.gov](mailto:RSA.HumanResourcesMail@rsa-al.gov) or Fax: 334.517.7906**

**Submission Deadline: Friday, July 19, 2024 at 5:00 p.m.**

**Salary Range: \$31,610.40 - \$52,992.00 annually**

**Starting salary will be based on qualifications and experience.**

**The Retirement Systems of Alabama is an Equal Opportunity Employer**