

AREAS OF KNOWLEDGE AND PROFICIENCY
MAINTENANCE SKILLS ADDENDUM (Document 2)

RHA expects each maintenance task to be returned to "like new condition". This form will assist RHA in the hiring process to determine the applicant's qualifications before and during the interview, and alert RHA if any additional training may be required. Complete the form providing your level of knowledge and proficiency for each of the tasks listed below (related to the position you are applying for) using the following definitions:

- (Advanced) **I know how to perform the task and am proficient with it. I can do it quickly and without supervision.**
 (Intermediate) **I know how to perform the task and have done it before.**
 (Beginner) **I have very little or no experience performing the task.**
 (None) **I don't know how to perform the task.**

A	HVAC	Advanced	Intermediate	Beginner	None
1.	Install thermostat				
2.	Operate vacuum pump				
3.	Install P-Tac unit				
4.	Install heat pump				
5.	Install gas furnace				
6.	Troubleshoot/repair HVAC units				
7.	Charge unit with Freon				
8.	Replace circuit board				
9.	Replace/install flue pipe or B-vent on hot water heater/furnaces				
10.	Read blueprints/wiring schematics				
11.	Change compressor				
12.	Please describe the training you received or how you gained your "Advanced" or "Intermediate" skills as represented above (on the job training, college courses, etc.):				
B	Plumbing	Advanced	Intermediate	Beginner	None
1.	Unstop drain/toilet with auger				
2.	Replace ballcock/fluidmaster				
3.	Install toilet				
4.	Replace p-trap				
5.	Replace faucet				
6.	Replace faucet/tub stems				
7.	Rebuild faucet				
8.	Install vanity				
9.	Solder copper pipe/fittings				
10.	Install garbage disposal				
11.	Install PVC/ABS/CPVC/Pex piping and fittings				
12.	Install water heater (gas and electric)				
13.	Replace water heater element or thermostat				
14.	Replace thermo coupling				
15.	Install expansion tank				
16.	Replace bath vent fan				
17.	Replace basket strainer				
18.	Unstop sinks and bathtubs				
19.	Operate drain cleaning equipment				
20.	Install gas piping to HVAC unit/water heater				
21.	Please describe the training you received or how you gained your "Advanced" or "Intermediate" skills as represented above (on the job training, college courses, etc.):				

C	Electrical	Advanced	Intermediate	Beginner	None
1.	Replace switch/receptacle				
2.	Replace GFI				
3.	Test GFI				
4.	Install fluorescent light ballast				
5.	Replace breaker				
6.	Install light fixture				
7.	Interpret wiring diagrams/electrical schematics/blueprints				
8.	Use voltage meter				
9.	Please describe the training you received or how you gained your "Advanced" or "Intermediate" skills as represented above (on the job training, college courses, etc.):				

D	Building	Advanced	Intermediate	Beginner	None
1.	Repair nail holes in drywall/trim				
2.	Repair large holes in drywall				
3.	Install tape/joint compound and sand/paint to match				
4.	Install window balance				
5.	Apply caulking				
6.	Install vinyl cove base				
7.	Install VCT flooring				
8.	Install kitchen cabinets				
9.	Install kitchen countertops				
10.	Replace doors (slab and bi-fold)				
11.	Install pre-hung doors				
12.	Install storm door				
13.	Build cabinet drawer				
14.	Replace door lock				
15.	Re-pin/re-key door locks				
16.	Cut keys				
17.	Replace window screen wire				
18.	Install/repair vinyl siding				
19.	Install foundation vents				
20.	Replace/install gutters and downspouts				
21.	Replace/repair damaged and missing boards on fences				
22.	Operate power tools				
23.	Replace porch rails and pickets				
24.	Install shades and blinds				
25.	Replace sections of rotten flooring				
26.	Operate power washer				
27.	Replace damaged shingles				
28.	Please describe the training you received or how you gained your "Advanced" or "Intermediate" skills as represented above (on the job training, college courses, etc.):				

E	Appliances	Advanced	Intermediate	Beginner	None
1.	Replace refrigerator/freezer door gasket				
2.	Install icemaker				
3.	Install refrigerator compressor				
4.	Install refrigerator defrost switch				
5.	Replace freezer door handle				
6.	Replace range hood				
7.	Replace range elements/units				
8.	Replace range switches				
9.	Install gas range				
10.	Replace oven door gasket				
11.	Install pigtail on range or dryer				
12.	Install dishwasher				
13.	Please describe the training you received or how you gained your "Advanced" or "Intermediate" skills as represented above (on the job training, college courses, etc.):				

F	Landscaping	Advanced	Intermediate	Beginner	None
1.	Perform preventative maintenance on all landscape equipment				
2.	Repair irrigation leaks				
3.	Operate/weed eaters/backpack blowers/edgers/lawn mowers/hedge trimmers				
4.	Aerate lawns				
5.	Properly apply grass seeds				
6.	Properly apply/fertilizer/herbicides/pesticides				
7.	Identify common types of weeds				
8.	Properly apply weed killing chemicals				
9.	Use backpack sprayer				
10.	Identify turf diseases				
11.	Use of proper personal safety equipment				
12.	Mulching				
13.	Landscape shrub and tree care				
14.	Pruning trees and bushes				
15.	Plant flowers/bushes/trees				
16.	Please describe the training you received or how you gained your "Advanced" or "Intermediate" skills as represented above (on the job training, college courses, etc.):				

G	Current Certifications/Licenses	License/ Cert. #	Date of Issue	Date of Expiration
1.	Asbestos abatement			
2.	Bed bugs/termites			
3.	CFC			
4.	CPO/Certified Pool Operator			
5.	Electrical			
6.	HVAC			
7.	Lead abatement			
8.	Moisture/mildew/mold remediation			
9.	North Carolina General Contractor			
10.	Pesticide application			
11.	Plumbing			
12.	Other (Specify)			
13.	Other (Specify)			
14.	Other (Specify)			

Certification of Applicant

I certify that the information provided on the General Application for Employment, including this document and any inserts and/or an attached resume, is true, accurate, and complete. If employed, any misrepresentation, falsification or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. Furthermore, The Housing Authority of the City of Raleigh has my permission to check references and verify all the information I have provided. I authorize my former employers, schools and other educational institutions I have attended to release my records and to discuss my performance with representatives of the Housing Authority of the City of Raleigh who are investigating my background.

Print Name _____

Signature _____ Date _____