

POSITION DESCRIPTION

Job Title: MAINTENANCE WORKER	Salary: \$17.00 - \$27.25 per hour \$35,360 - \$56,680 annual	Effective Date: 3/8/19
Class: Nonexempt / Flex	Supervisor: Maintenance Supervisor	Revision Dates: 03/30/04, 6/21/07, 1/1/10, 11/19/15, 3/8/19; 9/1/2022, 3/31/2023
	Department: Maintenance	Revision Number: 6
Board Chairman Signature:		Executive Director Signature:
Subject: position description for Maintenance Worker		Page 1 of 1

POSITION SUMMARY

Under the direct supervision of the Maintenance Supervisor, will be responsible for the upkeep and repair of the units by maintaining the structure and interior, along with other duties required on work orders or assigned by supervisor.

DUTIES AND RESPONSIBILITIES

- ◆ General housing repairs to tribal dwelling units, as provided in work orders, listing scope of repairs, consisting of but not limited to: structural repairs and weatherization; framing and replacement of doors and windows; wall, floor, ceiling, roof, and siding repairs; painting.
- ◆ Maintain and repair clogged drains and replacing worn or defective parts, plumbing, water heaters, plow snow salt if needed.
- ◆ Repairing or replacing cabinetry, railing structures, and stairs.
- ◆ Patches or replaces plaster or sheet rock and paints walls, ceilings, or trim of units.
- ◆ Perform preventative maintenance and emergency work as needed.
- ◆ Perform landscape maintenance and groundwork as required.
- ◆ Perform upkeep or cleaning on vacant units to prepare to be occupied.
- ◆ Provide work in compliance with tribal/state, HUD codes.
- ◆ Demonstrate personal departmental pride in workmanship.
- ◆ Must maintain confidentiality and common courtesy with fellow employees and the public.
- ◆ Telephone is required to assist after working hours or emergency situations, if needed.
- ◆ Must complete and submit all work orders and monthly reports as required.
- ◆ Must attend training sessions and meetings, as required.
- ◆ Position may require on-call work.
- ◆ Working while on call will receive time and one-half of wage; \$3.00 per hour while on standby during on-call status.
- ◆ Perform other duties as assigned by supervisor or department director.

QUALIFICATIONS

- ◆ Must have high school diploma or equivalent.
- ◆ Must be in good physical condition, able to bend, climb, stoop, crawl, etc. Must have ability to lift up to 100 lbs.
- ◆ Physical demands listed must be met in accordance with HHCDA Occupational Safety and Health Program Policy.
- ◆ Knowledge/ability in electrical, carpentry, plumbing, painting, and general repairs.
- ◆ Experience in safety, handling saws, hammers, and all tools related to job assignment.

- ◆ Ability to work in all-weather situations.
- ◆ Must be first aid trained/certified and follow proper safety procedures.
- ◆ Must be willing and able to work the hours needed to meet the time constraints of the work order timelines.
- ◆ Must be willing to travel, in order to work in other housing areas of the Agency.
- ◆ Must complete yearly health evaluation.
- ◆ Must maintain a good standing in attendance.
- ◆ Must have valid driver's license, proper insurance, and qualify to be insurable by the Agency's auto insurance carrier.
- ◆ Preference will be provided to Native Americans.