

POSITION DESCRIPTION

Job Title: MAINTENANCE SUPERVISOR	Salary: \$19.50 - \$31.22 per hour \$40,560 - \$64,938 annual	Effective Date: 3/8/19
Class: Nonexempt / Flex	Supervisor: Operations Project Manager	Revision Dates: 03/30/04, 2/22/07, 1/1/10, 11/19/15, 3/8/19; 9/1/2022, 3/31/2023
	Department: Operations	Revision Number: 6
Board Chairman Signature:		Executive Director Signature:
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POSITION SUMMARY

Under the direct supervision of the Operations Project Manager, will provide supervision to Maintenance Workers as designated and assigned by the Operations Project Manager. Will also 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.
- ◆ Repairing or replacing cabinetry, railing structures, and stairs.
- ◆ Patches or replaces plaster or plasterboard and paints walls, ceilings, or trim of units.
- ◆ Perform preventative maintenance and emergency work as needed.
- ◆ Provide work in compliance with tribal/state codes.
- ◆ Demonstrate personal departmental pride in workmanship.
- ◆ Perform supervisory responsibilities and proper paperwork, as directed by the Operations Project Manager.
- ◆ Will be responsible for reporting accurate work hours and whereabouts, of designated maintenance personnel, to the Operations Project Manager.
- ◆ Must have the ability to select, properly train, accurately evaluate, and discipline subordinate employees.
- ◆ Must follow proper safety guidelines and wear proper personal protective equipment (PPE) as required.
- ◆ Ensures that all subordinates follow all safety regulations and report all on-the-job injuries; and that the proper forms are completed and sent to the Human Resource/Personnel Manager immediately.
- ◆ 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 maintain confidentiality and common courtesy with fellow employees and the public.
- ◆ Must maintain a good standing attendance record.
- ◆ 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.

SUPERVISORY RESPONSIBILITIES

Supervise Maintenance Workers (assigned to their working area).

QUALIFICATIONS

- ◆ Must have high school diploma or equivalent.
- ◆ One to two (1-2) years supervisory experience, or willing to attend supervisory training courses.
- ◆ One to two (1-2) years experience in construction with knowledge of the building trades including procuring methods, estimating materials, tools, and terminology.
- ◆ Must be first-aid certified, or willing to obtain certification.
- ◆ Ability to use computer programs and equipment.
- ◆ Must be in good physical condition, able to bend, climb, stoop, crawl, etc. Must have ability to lift up to 100 lbs.
- ◆ Current physical demands must be met in accordance with HHCDA Occupational Safety and Health Program Policy.
- ◆ Must complete yearly health evaluation.
- ◆ Ability to work in all weather situations.
- ◆ Knowledge/ability in electrical, carpentry, plumbing, painting, and general repairs.
- ◆ Experience in safety, handling saws, hammers, and all tools related to job assignment.
- ◆ 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.
- ◆ Valid driver's license, and proper insurance and qualify to be insurable by the Agency's auto insurance carrier.
- ◆ Preference will be provided to Native Americans.