

HOUSING AUTHORITY OF THE SAC AND FOX NATION
JOB DESCRIPTION

Job Title: Maintenance Tech
Department: Maintenance
Supervisor: Crew Leader / Maintenance Manager
FLSA: Non-Exempt
Job Position: Key Position

Position Summary:

Make minor repairs to and keep in proper condition the buildings and structures located on the project site, including necessary carpentry and masonry work on the interiors and exteriors of, and approaches to, dwelling and non-dwelling units and minor additions there to; adjust and maintain in good working order machinery and mechanical equipment, including heating, plumbing, and electrical appliances and apparatus. Performance of duties that require a working knowledge of all maintenance crafts and trades.

Duties and Responsibilities:

1. Assist in inspections of mechanical equipment, systems, structures, and project sites.
2. Assist in lawn care, mowing, and exterior maintenance as necessary.
3. Assist in scheduling maintenance work order requests.
4. Make service calls as necessary to complete work order requests.
5. Maintain work activities log for work performed.
6. Maintain record of work order requests received, completed, and returned to the Maintenance Manager.
7. Perform general office maintenance.
8. Perform maintenance including, but not limited to, faucet repair, replace broken window or door glass, screen repair, sheet rock repair, caulking, plumbing leaks, general cleaning, etc.
9. Perform maintenance of a non-routine nature to assure that Low Rent Units are maintained in a decent, safe, and sanitary condition.
10. Report any condition such as bad housekeeping, disconnected utilities and any other non-compliance issues.
11. Check in required equipment in on a daily basis.
12. Must properly account for vehicles, shop and tools clean and properly accounted for.
13. Other duties as assigned by the Supervisor.

Knowledge, Skills, and Abilities:

1. Possess a working knowledge of general maintenance, construction, electrical, heating, and plumbing.
2. Must possess ability to make repairs such as sheet rock repair, replacing floor tile, replacing broken glass, painting, etc.
3. Must be physically able to perform necessary work requirements.
4. Must be able to lift up to 30lbs.
5. Must be able to read a tape measure, blue prints and layouts.
6. Skill in using hand and power tools.
7. Must be able to use heavy equipment.
8. Ability to communicate tactfully and courteously with the tenants, Housing Authority Staff, and other officials and neighborhood residents.
9. Must be able to work nights, weekends and inclement weather as an on-call basis.
10. Must have excellent verbal and written skills
11. Indian preference shall be used in the review and selection process.
12. Professional attire and appearance required
13. Trustworthiness
14. Professionalism required
15. Ability to accept criticism in a non-defensive manner.
16. Candidates will be subject to a criminal background check, drug screening and all other required verifications

Qualifications and Experience:

1. High School diploma or GED
2. Must have valid driver's license and be insurable.

I have read and have a basic understanding of all the duties required for this position. I also understand that this job description does not constitute a contract for employment.

Employee Signature

Date

Executive Director

Date