

**HOUSING AUTHORITY OF THE SAC AND FOX NATION
JOB DESCRIPTION**

Job Title: Maintenance Assistant
Department: Maintenance
Supervisor: Maintenance Manager
FLSA: Non-Exempt
Job Position: Non-Key Position

Position Summary:

The Maintenance Assistant is responsible for assisting the Maintenance Manager with the day-to-day duties of the Maintenance Department and performing general duties of a maintenance tech. Other duties include but are not limited to assisting the Procurement/Inventory Specialist to ensure completeness of inventory of the maintenance department.

Duties and Responsibilities:

1. Assist in inspections of mechanical equipment, systems, structures, and project sites.
2. Assist in scheduling maintenance work order requests.
3. Make service calls as necessary to complete work order requests.
4. Perform general office maintenance.
5. 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.
6. Perform maintenance of a non-routine nature to assure that Low Rent Units are maintained in a decent, safe, and sanitary condition.
7. Report any condition such as bad housekeeping, disconnected utilities and any other non-compliance issues.
8. Must properly account for inventory of maintenance vehicles, organization of shop, and tools are properly inventoried and accounted for.
9. Monitors activities and/or projects for the purpose of coordinating activities and ensuring compliance with established policies and procedures.
10. At the discretion of the Maintenance Manager prepares a variety of written materials for the purpose of disseminating information to staff and/or tenants.
11. Take incoming calls for work orders.
12. Input work orders into Housing Data System (HDS).

13. Maintain record of work order requests received, completed, and returned to the Maintenance Manager.
14. Distribute work orders to appropriate staff.
15. Ensure the completeness of work orders including signatures.
16. Make sure appropriate charges are charged to the tenant ledger.
17. Maintain daily inventory logs.
18. Serve as the point of contact for ordering inventory supply materials for the maintenance department.
19. Maintain current knowledge of HUD Rules and Regulations governing the Housing Authority programs.
20. Other duties as assigned by the Supervisor.

Knowledge, Skills and Abilities:

1. Be knowledgeable of modern office practices and procedures and the use of office machines including but not limited to data processing equipment including computers, monitors, scanners, copiers, fax machines, tape recorders, etc.
2. Ability to establish and maintain effective work relationships with supervisory personnel and co-workers.
3. Sufficient skills in typing accurately.
4. Must have excellent verbal and written skills.
5. Indian preference shall be used in the review and selection process.
6. Professional attire and appearance required.
7. Trustworthiness.
8. Professionalism required.
9. Ability to accept criticism in a non-defensive manner.
10. Candidates will be subject to a criminal background check, drug screening and all other required verifications.

Qualifications and Experience:

1. High School Diploma or equivalent required.
2. Associate's or Bachelor degree is preferred, or an equivalent combination of education and experience.
3. 2+ years of solid entry level administration experience, previous experience in TDHE environment a plus.

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