

HOUSING AUTHORITY OF THE SAC AND FOX NATION
JOB DESCRIPTION

Job Title: Development Technician
Department: Development
Supervisor: Development Lead/Development Foreman
FLSA: Non-Exempt
Job Position: Key Position

Position Summary:

Make repairs, renovations, and modernizations to all units of the Housing Authority, to keep in proper condition the housing units, buildings and structures located on the project sites. To complete repairs, renovations, and modernizations of the interiors and exteriors of all dwelling and non-dwellings. Adjust and maintain in good working order machinery and mechanical equipment, including heating, plumbing, and electrical appliances, etc. Performance of duties that require a working knowledge of all repairs, renovations and modernizations craft and trades.

Duties and Responsibilities:

1. Assist in inspections of mechanical equipment, systems, structures and project sites.
2. Perform skilled rehabilitation, modernization and renovations duties and tasks.
3. Make service calls as necessary to complete work projects.
4. Maintain work activities log for work performed.
5. Maintain record of work projects received, completed and returned to the Development Department.
6. Perform general office maintenance.
7. Assist in the Maintenance Department, if needed.
8. Perform rehabilitation, modernization and renovations of a non-routine nature to assure that all Housing Units and Programs are maintained in a decent, safe and sanitary condition.
9. Report any condition such as bad housekeeping, disconnected utilities and any other non-compliance issues.
10. Check in required equipment in on a daily basis.
11. Must properly account for vehicles, shop and tools clean and properly accounted for.
12. Must be able to work from “work write-up” and within a timeline.
13. Knowledge of supplies and materials and their application to particular projects.
14. Must maintain a safe working environment.
15. Must be able to perform demolition duties such as tear out and clean up as specified by the write up.
16. Must be able to patch and paint interior walls, stain/poly interior trim when necessary.

17. Must be able to repair and replace (interior/exterior) doors, windows, roofs, floors, cabinets, plumbing fixtures, shower/tub kits, kitchen sinks, lighting fixtures, etc.
18. Must be able to construct forms for cement work, gutter work and exterior projects.
19. Must be able to work flexible hours. Must be able to work nights, weekends and inclement weather on an on-call basis. Must be able to work assigned week for on-call maintenance schedule.
20. Other duties as assigned by the Supervisor.

Knowledge, Skills, and Abilities:

1. Possess a working knowledge of general maintenance, rehabilitation, modernization, and renovations, 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, blueprints 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 communication 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, education, training and experience sufficient to satisfy job requirements.
2. Must have valid driver's license and be insurable.
3. Knowledge of Force Account Program.

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