

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

**Job Title:** Maintenance Tech  
**Department:** Maintenance  
**Supervisor:** Maintenance Supervisor  
**FLSA:** Non-Exempt  
**Job Position:** Key Position

**Position Summary:**

Make maintenance repairs to all units of the Housing Authority to keep in proper. Maintain in good working order machinery and mechanical equipment. Performance of duties that require a working knowledge of all maintenance tasks and duties.

**Duties and Responsibilities:**

1. Perform skilled maintenance duties and tasks.
2. Make service calls to complete work order requests.
3. Maintain work activities log for work performed.
4. Maintain record of work order requests received, completed, and returned to the Maintenance Department.
5. Perform general office maintenance.
6. Check required vehicles, equipment and tools in on a daily basis.
7. Must maintain a safe working environment.
8. Requisition materials and supplies for all assigned work of rehabilitation, modernization, renovation and any other assigned Field Service projects.
9. Perform preventative 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 to Supervisor, Housing Manager and Executive Director.
11. Check in required equipment in on a daily basis.
12. Must be able to work flexible schedules and hours to accommodate assigned on call weeks as well as emergencies when required.
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.

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3. Must be physically able to perform necessary work requirements.
4. Must be able to lift up to 30lbs.
5. Skill in using hand and power tools.
6. Must be able to use heavy equipment.
7. Must be physically able to perform necessary work requirements.
8. Must be able to lift up to 30lbs.
9. Ability to communicate tactfully and courteously with the tenants, Housing Authority Staff, and other officials and neighborhood residents.
10. Must have excellent verbal and written communication skills
11. Professionalism required.
12. Ability to accept constructive criticism in a non-defensive manner.

**Qualifications and Experience:**

1. High School diploma or GED
2. Must have valid driver's license, be insurable and maintain insurability.
3. Indian preference shall be used in the review and selection process.
4. Candidates must pass a criminal background check, drug screening and all other required verifications.

*The Housing Authority of the Sac and Fox Nation is committed to Equal Employment without regard to race, religion, color, gender, national origin, age, disability, or sexual orientation. However, in accordance with the Indian Preference Act (Title 25 U.S. Code 472 and 473) preference in filling vacancies are given to qualified Indian candidates. HASFN will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and its amendments.  
Native American Preference/EEO/Drug Free/Smoke Free Workplace*

***Tribal Preference/Native American Preference/EEO/Smoke Free/Drug Free Workplace***  
*Indian preference applies to all positions, but all resumes will be accepted.*

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.

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Employee Signature

Date

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Executive Director

Date

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