

HOUSING AUTHORITY OF THE SAC AND FOX NATION

JOB DESCRIPTION

Job Title: Field Service Technician

Department: Field Service

Supervisor: Field Service Lead/ Field Service Supervisor

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. Maintain, in good working order, machinery and mechanical equipment.

Duties and Responsibilities:

1. Perform skilled rehabilitation, modernization and renovation duties and tasks.
2. Make service calls as necessary to complete work projects and work orders.
3. Maintain record of work projects and work orders received, completed and returned to the Field Service Department.
4. Perform general office maintenance.
5. Assist in the Maintenance Department, if needed.
6. Report any condition such as bad housekeeping, disconnected utilities and any other non-compliance issues to Supervisor, Housing Manager and Executive Director.
7. Check required vehicles, equipment and tools in on a daily basis.
8. Must be able to work from a work order within a timeline.
9. Knowledge of supplies and materials and their application to particular projects.
10. Must maintain a safe working environment.
11. Requisition materials and supplies for all assigned work of rehabilitation, modernization, renovation and any other assigned Field Service projects.
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, rehabilitation, modernization, and renovations, construction, electrical, heating and plumbing.
2. 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. Skill in using hand and power tools.

6. Must be able to use heavy equipment.
7. Ability to communicate tactfully and courteously with the tenants, Housing Authority Staff, and other officials and neighborhood residents.
8. Have excellent verbal and written communication skills.
9. Professionalism required.
10. Ability to accept constructive criticism in a non-defensive manner.

Qualifications and Experience:

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

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.

Employee Signature

Date

Executive Director

Date