

COEUR D'ALENE TRIBAL HOUSING AUTHORITY MAINTENANCE CONSTRUCTION WORKER II

Job Title: Maintenance Construction Worker II

Dept: Construction Maintenance (CDTHA)

Reports to: Construction Foreman

Grade: DOQ

Average hours worked per week: 40

FLSA Status: Non-Exempt

Basic Function: Maintenance Construction Worker II is responsible for performing routine maintenance and construction functions in the maintenance of CDTHA's buildings, property, equipment, grounds, etc.

Responsibilities/Duties:

1. Performs daily work orders as directed by the Construction Maintenance Director or designee.
2. Provides regular janitorial services for the CDTHA buildings in the absence of custodian staff.
3. Assists the Construction Maintenance Director or designee in implementation of the written maintenance plan and schedule for CDTHA's property, equipment, vehicles, and buildings.
4. Provides general grounds and building maintenance (replacing light bulbs, broken windows, repairs damaged doors and window locks, opens blocked drains, repairs leaky faucets, etc.) and performs related work as assigned by the Construction Maintenance Director or designee.
5. Performs grounds maintenance work, including grass cutting, weeding, and other landscaping type of activities as directed.
6. Performs vehicle maintenance and/or cleaning work as directed.
7. Assists in the reviews and implementation of all mechanical specifications and operational manuals to ensure regularly scheduled maintenance requirements.
8. Uses CDTHA property, equipment, and vehicles for CDTHA business purpose only.
9. Submits requests for all supplies and materials to the Construction Maintenance Director or designee.
10. Operates equipment as directed and provides construction labor as required.
11. Initiates change order requests when there is a change in the scope of work.
12. Works with Construction Maintenance Director or designee to plan weekly order of materials needed to carry out maintenance/rehab activities.
13. Corrects or reports any conditions that may lead to any injury or accident involving residents or others.
14. Performs journeyman level carpentry, electrical, plumbing, heating, roofing, masonry, painting, cleaning, servicing equipment and landscaping as necessary and/or assigned.
15. Reports to supervisor any fire and safety hazards, problem housekeeping, and work noted as requiring attention but not yet corrected.
16. All other duties as required.

Qualifications:

1. High school diploma or GED.
2. Must have at least five (5) years proven construction experience with certification in at least one of the building trades classifications (electrical, painting, plumbing, carpentry, masonry, or plastering).
3. Must be amenable to training and taking direction.
4. Must be able to work effectively with people.
5. Must be willing to work in a cross-culture setting.

General Requirements:

1. Must possess a valid driver's license and meet all the CDTHA insurance requirements.
2. Must be bondable and insurable.
3. Must be able to pass a criminal background check.
4. Must be able to work varied hours if necessary.
5. Must be able to work some evenings and weekends on rare occasions as needed.
6. Must be able to demonstrate with or without accommodation the ability to meet the physical demands of the position.
7. Must disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent him/her from performing in a reasonable and safe manner the activities involved in the position in which he/she work. **Failure to disclose any pre-existing condition may result in a restriction or forfeiture of benefits provided by the CDTHA.**
8. Maintains complete confidentiality of CDTHA business at all times.
9. Works under the Tribal Drug Free Work Place Policy.
10. Works independently, prioritizes, and completes all work tasks in a timely manner.
11. Completes tasks in an efficient and professional manner.
12. Pledges to work together as a team with all CDTHA staff.
13. Accepts and manages a wide range of tasks and a heavy workload.
14. Interacts with program participants, applicants, co-workers, Tribal staff and personnel from local, state and federal agencies in a professional manner and within the scope of the position.

Physical Demands:

1. Frequently requires light work: exerting up to 20 pounds of force and/or up to 10 pounds of force and/or a negligible amount of force to move objects.
2. Frequently requires heavy work: exerting greater than 20 pounds of force to lift, carry, push, pull or otherwise move objects.
3. Typical construction/maintenance related physical activities, such as, bending, reaching, stretching, pounding, lifting, carrying, etc.

Typical Environmental Conditions:

The worker is frequently subject to inside environmental conditions, which provide protection from weather conditions, but not necessarily from temperature changes, and is regularly subject to outside environmental conditions.

Travel Requirements:

Local travel is routinely required. Travel outside of the local area is rarely required.

Other Information:

All workers are required to disclose any pre-existing disability or mental disorder known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work.

Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the CDTHA are subject to a six (6) month probationary period.

Apply and submit an application, resume, and two (2) work related references to: CDTHA, Attn: Finance and Operations Director, P.O. Box 267, Plummer, ID 83851. For more information, please call (208) 686-1927.

Preference will be given to American Indian Applicants.

Disclaimer:

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

This is an accurate description of the essential functions of my position.

Employee Signature

Date

Executive Director

Date