

COEUR D' ALENE TRIBAL HOUSING AUTHORITY

MAINTENANCE/CONSTRUCTION WORKER (LEVEL II)

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

Reporting Responsibility: Supervised by the Maintenance Director or designee.

Duties:

1. Performs daily work orders as directed by the Maintenance Director or designee.
2. Provides regular janitorial services for CDTHA buildings in the absence of custodian staff.
3. Acts in a professional manner at all times and complies with CDTHA maintenance department's dress code.
4. Provides general grounds and building maintenance (replacing light bulbs, broken windows, damaged doors and locks, opens blocked drains, repairs leaky faucets, and performs related work as assigned by the 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 rehabilitation of CDTHA housing stock. Including electrical, plumbing, mechanical, drywall, carpentry and flooring.
8. Uses CDTHA property, equipment, and vehicles for CDTHA business purpose only.
9. Completes all required reports on a daily basis.
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 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 carpentry, electrical, plumbing, heating, roofing, masonry, painting, cleaning, servicing equipment and landscaping as necessary and/or assigned with little or no supervision.
15. Reports to supervisor any fire and safety hazards, problem housekeeping, and work noted as requiring attention but not yet corrected.
16. Other duties as required.

Qualifications:

1. High school diploma or GED.
2. Must have at least **five years** proven maintenance of multifamily residential buildings including plumbing, electrical, mechanical, and carpentry or **five years journeyman level** experience in the construction field. Must be able to lift 70 lbs.
3. Must be amenable to training and taking direction.
4. Must have excellent record keeping skills and legible hand writing.
5. Must be willing to work in a cross-culture setting.
6. Must be willing to work 40 hours per week including additional hours as requested.

General Requirements:

1. Must possess a valid driver's license and meet all CDTHA insurance requirements.(no moving violations)
2. Must be bondable and insurable.
3. Must be able to pass a criminal background check.
4. Must be able to demonstrate with or without accommodation the ability to meet the physical demands of the position.
5. Must disclose any pre-existing or mental disorder and/or disability 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." **Failure to disclose any pre-existing condition may result in a restriction or forfeiture of benefits provided by the CDTHA.**
6. Maintains complete confidentiality of the CDTHA business at all times.
7. Works under the Tribal Drug Free Work Place Policy.
8. Conforms to all aspects of the CDTHA Personnel Policies and Procedures Manual.
9. Works independently, prioritizes, and completes all work tasks in a timely manner.
10. Completes tasks in an efficient and professional manner.
11. Pledges to work together as a team with all CDTHA staff.
12. Accepts and manages a wide range of tasks and a heavy workload. Including all required paper work.
13. 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.

Preference will be given to American Indian Applicants.