



Northern Cheyenne Tribal Housing Authority

Job Advertisement

Job Title: Skilled Maintenance Worker

Supervision: Maintenance Division Manager

Division: Maintenance

Salary: DOE and is a non-exempt position

Position Summary: The incumbent is responsible for coordinating daily, monthly and yearly work assignments with the Maintenance Division Manager with input from the Homebuyer Coordinator. These assignments will reflect what is necessary for upkeep and operation of our Current Assisted Stock, with special emphasis on the Rent To Own units.

Primary Duties:

1. Exercises sound judgment with the ability to work in all NCTHA residential and non-residential buildings and grounds.
2. Works with the Maintenance staff and Rent To Own Coordinator to perform a variety of tasks in the maintenance field including: repair, alteration, remodel and cleaning of low-rent units and Rent To Own units which are under the care of NCTHA.
3. Utilize a variety of skills in the trades of; carpentry, plumbing, electrical, furnace, appliances, roofing, cabinetry, painting, etc.
4. Submits brief, written daily and monthly reports covering work accomplished to the Maintenance Division Manager with a copy to the Homebuyer Coordinator.

5. Immediately addresses fire and safety hazards and any problems related to Low-rent units and the Rent To Own units which may be reported in written form as referrals to the Occupancy Division and the Maintenance supervisor.
6. Performs all work in accordance to general and specific instructions given by the Maintenance Division Manager and under the adopted Maintenance Policies.
7. Other job duties as assigned

Knowledge, Skills and Abilities: Knowledge and expertise in the following areas: Electrical, Plumbing, Carpentry, Painting, Drywall, Roofing, Framing, Flooring, Cabinetry, Furnace and Landscaping including Lawn care.

1. Knowledge of cleaning materials, equipment and methods commonly employed in the custodial care and cleaning of buildings, facilities including the general care of maintenance of equipment, machinery and minor maintenance on vehicles.
2. Ability to write recommendations on issues to their immediate supervisor in accordance with the adopted NCTHA Policies
3. Knowledge of equipment used for general grounds keeping, procedures and care.
4. Must have the ability to follow and give both oral and written instructions.
5. Must have the ability to perform tasks requiring moderately heavy manual work.
6. Must have the ability to self-start and work independently.
7. Must have the ability to establish an effective working relationship with NCTHA employees.

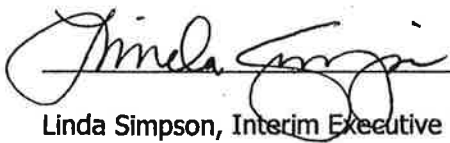
Minimum Qualifications:

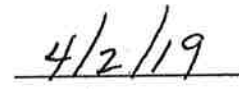
1. At least five (5) years of construction or general maintenance experience
2. Must be a High School graduate. Will accept any combination of experience and education/training that would likely provide the required knowledge, skills and abilities for this position.
3. Ability to interpret and make decisions in accordance with laws, ordinances, rules, regulations, and policies governing the purchase and contracting of NCTHA materials and services for the NCTHA.
4. Ability to produce written reports on a monthly basis.

- 5. Must be willing to travel and attend employment related training.
- 6. Must possess a valid Driver's license.

The NCTHA job application must include your Tribal ID, drivers license and a Drug and Alcohol screening consent form to be considered for this position.
All applications are due and must be date stamped at the NCTHA receptionist's office by April 17, 2019 before 5:00 p.m.

If there are any questions or concerns regarding this advertisement, please direct them to Linda Simpson, Interim Executive Director @ 477-4312.


Linda Simpson, Interim Executive Director


Date