

MODOC LASSEN INDIAN HOUSING AUTHORITY JOB DESCRIPTION

POSITION TITLE: TEMPORARY FULL TIME MAINTENANCE
SCHEDULE: FULL TIME
LOCATION: ON-SITE QUARTZ VALLEY INDIAN RESERVATION

GENERAL JOB DESCRIPTION: The position of Temporary Full Time Maintenance is responsible to perform maintenance work as required for units of Rental housing. The duties will include all areas of preventative maintenance, routine and non-routine maintenance, and other work as assigned by the Executive Director. This position is full time employment status. This position is considered "at will", meaning the employee may resign at any time and the MLIHA may terminate the employee at any time with or without cause.

DUTIES AND RESPONSIBILITIES OF THE POSITION

The Temporary Full Time Maintenance Position will:

- ❖ Perform routine maintenance for the Rental Housing Program. Routine maintenance may include miscellaneous repairs or duties, like electrical and/or plumbing work, like changing filters for the furnace/air conditioning units; changing batteries in smoke alarms; keeping the inventory of tools and equipment in working order.
- ❖ Perform and complete all Tenant Response forms, with maintenance performed and costs.
- ❖ Coordinate non-routine maintenance services and provide assistance to contract service persons.
- ❖ Respond to emergency situations that are hazardous to occupants and/or the housing unit.
- ❖ Coordinate the rehab of vacant units, and perform the work for the rehab including cleaning, painting and refurbishment of residential equipment, and other areas as required.
- ❖ Perform landscaping duties to include the care of playground areas, community areas and other areas as required. Duties to include watering, care of plants and trees, weed control and snow removal.
- ❖ Responsible to perform duties related to the operation of the MLIHA Maintenance vehicle equipped with a hydraulic snow blade. The duties include the operation of the Maintenance vehicle and snow blade for the removal of snow from designated roadways.
- ❖ Remove snow from roof tops, sidewalks and other areas as required.
- ❖ Responsible to operate equipment and tools; and maintain all equipment and tools.

- ❖ Have an understanding of MLIHA policies on maintenance and procurement.
- ❖ Other duties as assigned by the Executive Director.

SKILLS AND ABILITIES

- ❖ Have the ability to plan, organize and execute the work requirements of the position in a time efficient manner, working both independently and as a team member.
- ❖ Must be able to communicate and work with all housing staff and participants in the housing programs, tribal officials and service persons.
- ❖ Calculate figures correctly.
- ❖ Have the skill to maintain accurate records and files, and maintain physical inventory.
- ❖ Basic skills of telephone and personal etiquette.

ADDITIONAL REQUIREMENTS

- ❖ Possess a valid California Driver's License.
- ❖ Must be insurable for operation of vehicles.
- ❖ Must be bondable.
- ❖ Must be substance abuse free.
- ❖ Must have the physical ability to perform all duties of the job position.
- ❖ Must be willing to travel or work in inclement weather conditions.

If a participant in a housing program, 100% compliance is required at all times.