

KARUK TRIBE HOUSING AUTHORITY

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Vacancy Announcement

Title: Maintenance Supervisor

Reports to: Executive Director

Supervises: Orleans Maintenance and Landscaping Staff

Location: Orleans, California

Assigned Work Location: Orleans, CA

Salary: \$25.00 to \$31.00 per hour/DOE

Summary: Under the direction of the Karuk Tribe Housing Authority's (KTHA) Executive Director, the Maintenance Supervisor is responsible for coordinating and supervising the work of employees in the general maintenance department and the upkeep of KTHA facilities, homes, grounds, and equipment. The Maintenance Supervisor is responsible for maintaining electrical, plumbing, mechanical, and related systems. Physically assists in projects, working with crew members to mentor and train them on proper methods.

Classification: Full Time, Regular, Exempt

***Please Note: A Skills Test will be Administered Prior to Interview!**

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's TERO Preference and Drug and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening and be willing to submit to a criminal background check.

Job Descriptions are available online at: www.karuk.us or by contacting the Human Resources Department at: Telephone: (530) 493-1600 ext. 2043 or ext. 7034, Fax: (855) 437-7888, or Email at humanresources@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Provides direct supervision to assign and prioritize the work of the KTHA Orleans Maintenance and Landscaping Staff.
2. Enters and processes work orders using the computerized Tenant Management System (TMS) to ensure proper and timely completion and tracking.
3. Is responsible for requisitioning supplies in accordance with applicable policies and standards
4. Is responsible for issuing and tracking keys for assigned KTHA units and facilities.
5. Coordinates with applicable staff to ensure proper inventory controls are practiced.
6. Manages grants or programs in accordance with all applicable laws, including but not limited to Tribal, Housing and Urban Development HUD, and Housing Authority regulations.
7. Coordinates project requirements with various government agencies, utility companies, and other Housing and Tribal programs/departments.
8. Regularly visits project sites to monitor progress, and implement procedures to ensure compliance with specifications and standards.
9. Proactively seeks resolution of issues that arise in the completion of tasks using independent thinking and creative problem solving.

10. Resolves conflicts and diffuses potentially disruptive behaviors when they arise, both with supervised employees, and tenants.
11. Ensures that safety measures are followed.
12. Ensures routine and non-routine maintenance is performed on KTHA facilities, units, equipment, and grounds, proactively identifying and recommending methods and actions that can extend the useful life of assets.
13. Coordinates with Tenant Relations and Finance Staff to ensure tenant damages are properly assessed so that costs are appropriately billed to tenants when necessary.
14. Submits written reports to the KTHA Board of Commissioners on a monthly basis.
15. Is available for local and out of the area travel as required for job related training. Attends all required meetings and functions.
16. Is polite and maintains a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Ability to work effectively with Native American people in culturally diverse environments.
2. Ability to manage time well and work under stressful conditions with an even temperament.
3. Ability to establish and maintain effective communication with contractors, other employees, and the public.
4. Demonstrated ability to understand and follow oral and written instructions.

Requirements:

1. Must possess High School Diploma or equivalent.
2. Must have eighteen months of education and training beyond high school level in general maintenance/repair, or a closely related field. Equivalent combination of education and experience will substitute on a month for month basis.
3. Must have two years' experience in general maintenance or other maintenance responsibilities that would include the ability to recognize electrical, plumbing, and mechanical malfunctions or equipment failures. Formal training in related fields will substitute for experience on a year for year basis.
4. Must have previous supervisory experience.
5. Must have working knowledge of computers including experience with databases, spreadsheets, word processing, and internet research.
6. Must have the ability to install, inspect, repair and maintain electrical, plumbing and other related systems of all housing locations.
7. Must have the ability to perform various clean-up and maintenance tasks as needed.

8. Must have the ability to track inventory and reorder items as necessary.
9. Must have the ability to understand complex written and oral instructions.
10. Must have sound knowledge of safety measures.
11. Familiarity with contracting requirements under the Native American Housing Assistance and Self-Determination Act (NAHASDA) is preferred.
12. Understanding of Federal procurement regulations is preferred.
13. Must possess valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
14. Must adhere to all tribal policies including confidentiality policy.
15. Must be able to meet the physical demands described herein which are representative of those that must be met by an employee to successfully perform the job duties of this job. Maintenance staff are frequently required to stand, walk, sit, use hands to finger, handle or feel, reach with arms and hands, climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and move up to 50 pounds. While in the field, the employee will occasionally be exposed to moving equipment, high precarious places, fumes and airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.
16. Must successfully pass a drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Committee Approved: March 14, 2025

Employee Signature: _____