

## **POSITION DESCRIPTION**

**Title:** Temporary Maintenance Engineer

**Reports To:** Construction Manager

**Location:** Karuk Tribe Housing Authority, Happy Camp, California

**Salary:** Starts at \$9.30

**Summary:** Maintenance Engineer shall, under the general supervision of the Construction Manager, be responsible for performing maintenance services necessary to maintain KTHA's property, facilities, and housing units.

**Classification:** Full Time, Temporary (1 Month), Non Exempt

### **Responsibilities:**

1. Shall inspect units and other KTHA property or facilities, recommend or perform maintenance needs;
2. Shall perform maintenance services requested by tenants per housing standards as directed;
3. Shall perform duties and tasks related to the scheduled maintenance program and follow-up services as needed;
4. Shall identify and recommend special services required by contract labor and assist them if needed;
5. Shall estimate required materials and parts to be used in performance of duties and maintain records;
6. Shall requisition supplies as needed; observe and report needed repairs to equipment and maintain equipment used during the course of work;
7. Shall maintain inventory for tools and equipment;
8. Shall provide advice and assistance to tenants in performing minor maintenance on their units;
9. Shall maintain and further develop grounds and recreation areas;
10. Shall clean, paint, and repair vacated units for occupancy;
11. Shall be available for local and out of the area travel as required for job related training, and shall attend all required meetings and functions as requested.
12. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

### **Qualifications:**

1. Have the ability to work with Native American people in culturally diverse environments;
2. Have the ability to manage time well and work under stressful conditions with an even temperament
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public;
4. Have the ability to understand and follow oral and written instruction;

5. Have a general working knowledge of various maintenance duties related to buildings and property;

**Requirements:**

1. Knowledge of maintenance supplies and equipment, proper and safe methods used in maintenance work, basic to intermediate hand tools and equipment used in routine building maintenance and grounds keeping;
2. Ability to clean and care for assigned equipment, follow oral and written instructions, read and write at a level required for successful job performance, recognize and locate conditions which require maintenance and/or repair, use and care for tools in a safe manner.
3. Ability to work efficiently and effectively without close supervision
4. Ability to stand and walk for extended periods; stoop, kneel and crouch to pick up or move objects, office equipment, furniture, or miscellaneous equipment; physical ability to lift and carry objects ranging from 50-75 pounds without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and hand-eye coordination; corrected vision and hearing to normal range; good verbal communication skills.
5. Ability to exercise sound judgment and to perform duties with industry, reliability, integrity, and initiative.
6. Must possess a valid driver's license, good driving record, and be insurable by the Karuk Tribe's insurance carrier.
7. Must adhere to confidentiality policy
8. 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. Positions with the Karuk Tribe Housing Authority will also be subject to preference in accordance with applicable NAHASDA and Indian Self Determination and Education Assistance Act criteria.

**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.

**Resident Preference:** The Karuk Tribe Housing Authority shall give preference to qualified individuals residing within the KTHA housing communities. This preference shall not supersede tribal or veteran's preference.

**Committee Revised: July 26, 2004, Revised April 2, 2008**

**Chairman Signature:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_