

# SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

**JOB TITLE:** HOUSING MAINTENANCE WORKER  
**DEPARTMENT:** HOUSING  
**SUPERVISOR:** HOUSING DIRECTOR  
**STATUS:** NON-EXEMPT/HOURLY

## Summary

Performs routine housing maintenance and related work as required, to maintain attractive, sanitary and safe tribal housing buildings and lands.

## Essential Duties and Responsibilities

- Conducts routine inspections of equipment, buildings and land.
- Performing basic repairs and preventative maintenance to equipment, buildings and lands as needed.
- Schedules complex repairs and oversees contractors when professional repairs are necessary.
- Input work orders and invoices into Housing software, such as Doorways and Kanso.
- Assists the Housing Department with moving, loading or storing equipment, furniture and supplies.
- Responsible for the disposal of unwanted debris.
- Assists with monitoring and removal of potentially hazardous waste material.
- Assists with special projects and events for the Tribe.
- Performs snow removal as needed for the Housing Department.
- Other duties as assigned.

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Proven maintenance experience or related training and/or education.
- Skilled in the use of hand and power tools.
- Ability to take apart equipment or machines to remove and replace defective parts.
- Ability to check blueprints, repair manuals, or parts catalogs as necessary.
- Experience performing routine maintenance.
- Strong organizational and follow up skills with attention to detail.
- Professional presentation and attitude, maintains confidentiality.
- Ability to maintain focus while working individually or when leading others.
- Strong time management skills.

## Education and/or Experience

- High school diploma or GED.

- A minimum of five years' experience.
- Related training in building maintenance and repairs, knowledge of building construction practices, janitorial practices and safety preferred.

### **Certificates, Licenses, Registrations**

- Valid WA State Driver's License with no restrictions.
- First Aid, CPR and BBP certification or willing to obtain within 6 months.

### **Physical Demands/Work Environment**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and the ability to adjust focus.

### **Language Skills**

Employee must have the ability to read, write and communicate the English language efficiently. Good public speaking skills and interpersonal skills are also required.

### **Mathematical Skills**

Must have good working mathematical knowledge and reasoning essential for this position.

### **Computer Skills**

Must display solid working knowledge of standard computer applications, including Microsoft Suite programs, specific housing software and internet navigation.

### **Reasoning Ability**

This person will be required to engage in critical thinking addressing problems that have multiple variables that are constantly changing.

### **Culturally Sensitive**

This Employee must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe. Previous experience with working in Indian Country is preferred.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**NATIVE AMERICAN AND VETERAN PREFERENCE APPLY.**