



RED CLIFF CHIPPEWA HOUSING AUTHORITY
37645 NEW HOUSING ROAD BAYFIELD, WI 54814
(715) 779-3744 (715) 779-5044 FAX

JOB DESCRIPTION

Position: LTE Maintenance Mechanic Assistant **Status:** non-exempt
Salary: \$12-\$14/hr. – DOQ/DOE; No benefits **Supervisor:** Maintenance Supt./Director
Hours: Full-time; 33-40 hrs./wk; NTE 120 days **Department:** Maintenance
Location: Red Cliff Chippewa Housing Authority
Schedule: M-F; 8:00-4:30pm primarily; plus rotating on-call schedule of nights/weekends

SUMMARY

- This is an entry level position in the Maintenance Department. Performs required and corrective (repair) maintenance to building surfaces, fixtures, systems and equipment. Performs manual labor, residential maintenance-related tasks, carpentry, building trade work, grounds care and custodial duties to keep housing projects in a decent, safe and sanitary condition.

PRIMARY DUTIES

- Performs **equipment preventive maintenance** tasks such as checking for proper equipment operation, lubricating bearings, changing filters, changing heat exchanger and condenser coils.
- Performs **electrical and plumbing systems preventive maintenance** tasks such as inspecting plumbing fixtures for leaks and repairs, checking drain lines to insure they are free of obstruction, checking, checking appliances for proper operation, testing light switches and electrical outlets and conducting ground fault detection tests.
- Performs such **mechanical** tasks as repairing and/or replacing space temperature and HVAC equipment controls.
- Performs such **carpentry** work as hanging doors and installing windows, replacing/repairing door and window hardware, re-glazing windows, installing and/or repairing cabinets and handrails; repairing roofs, gutters and downspouts, replacing floor tiles and repairing carpet, drywall work on walls/ceilings.
- Performs such **masonry** work as repairing cracked concrete, replacing broken masonry brick and ceramic tiles, re-grouting ceramic tile and sealing concrete and exterior brick walls.
- Performs such **plastering and sheetrock** work as mixing plaster and drywall mud, removing old plaster and lathe, installing lathe, ground coat and white coat, installing and repairing drywall, bends and feathers edges to match surrounding surfaces.
- Performs such **plumbing** tasks as repairing faucet washers, seats, stems, spigots, valves and hardware; resetting commodes, tubs and sinks; repairing water leaks, replacing and/or repairing flush valves or flush tank hardware; clearing clogged drains and soil lines.
- Performs such **painting** tasks as preparing surfaces for painting by patching plaster holes, sanding, scraping or masking; painting with brushes, rollers or sprayers; performing touch-up painting after work in an area; spot painting metal surfaces for corrosion control, etc.

- Performs **miscellaneous maintenance** related tasks as installing electrical appliances; repairing washers, dryers; unstopping sinks, tubs and commodes; repairing drains and commodes; replacing ceiling or wall receptacles, light switches or blown fuses; paint surface cabinets, equipment; installing and/or repairing of gas, sewer and water lines.
- Performs specific **grounds care** tasks as mowing, trimming, edging, pruning, fertilizing, watering, reseeding; applying fungicides, herbicides, insecticides and sterilants; sweeping walks and drives; patching parking lots and drives; repairing signs; removing snow; spreading sand and/or ice melt, etc.
- Performs specific **custodial** tasks as cleaning out vacant units, cleaning offices and office common spaces. Collects and transports trash and debris to landfill using a predetermined route of travel. Prepares vacant units for occupancy by way of washing walls, stripping and buffing floors, cleaning appliances and windows.
- Participates in off-shift and weekend emergency maintenance coverage; and must dress for the weather.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

- **Education and/or Experience** – High School diploma or GED (required) and technical building trade or maintenance experience.
 - Knowledge of methods, practices, tools and materials used in major building trades.
 - Knowledge of applicable codes, occupational hazards and safety practices.
- **Mechanical Skills**
 - Utilizes a wide range of powered/non-powered hand tools such as drills, sanders, sewage line cleaners, saws, hammers, pillars, screw-drivers, wrenches, oilers and volt-ohm-amp meters.
 - Operates and maintains powered/non-powered grounds care equipment such as tractor mowers, riding/push mowers, edgers, trimmers, vacuums, blowers, sprayers, spreaders, chain saws, shovels, axes, wheelbarrows, hoes, saws, hedge clippers.
- **Abilities** – Ability to read, write and follow instructions. Ability to do mathematical calculations. Ability to perform heavy manual labor.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Wisconsin State Driver's License, vehicle and appropriate vehicle insurance coverage. Must be eligible to be put on RCHA's vehicle insurance policy and maintain driver's eligibility to obtain and maintain employment.

PERSONAL CONTACTS: Daily contacts with residents, tenants, staff. Recurring,

PHYSICAL DEMANDS

The physical demands 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 is regularly required to perform moderately heavy manual labor; to sit; use hands to finger, handle, or feel; and talk or hear. The employee is required to consistently stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must routinely lift and/or move up to 100 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud/high. Building and vehicles are smoke-free.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

NOTICES

Indian preference will be applied in the case of equally qualified applicants; but all qualified applicants will be considered.

The Red Cliff Tribal Council has a Drug Free Work Place Policy and the Red Cliff Chippewa Housing Authority adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting employment.

All applicants for employment are subject to a Background Investigation and other requirements of Red Cliff Tribe's RCCL Chapter 43. An employee is under continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment.

TO APPLY

Submit the following to the identified. Items **MUST** be submitted in your application package to be considered for this position.

SUBMIT:

- Fully completed Red Cliff Chippewa Housing Application
- Background Investigation Disclosure/Release
- Resume
- Educational Transcripts/Training Certificates
- Cover Letter

SUBMIT TO:

- Red Cliff Chippewa Housing Authority
- 37645 New Housing Road
- Bayfield, WI 54814
- FAX: 715-779-5044
- PHONE: 715-779-3744
- E-mail: twachsmuth@redcliffhousing.org
- ATTN: Tanya Wachsmuth, HR

POSTING: September 9, 2019
DEADLINE: September 23, 2019