



RED CLIFF CHIPPEWA HOUSING AUTHORITY

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

JOB DESCRIPTION

Position: Maintenance Assistant (On-Call) **Status:** non-exempt
Salary: \$13-15/hr. – DOQ/DOE; plus benefits **Supervisor:** Maintenance Supervisor
Hours: Full-time; work 32 hrs., paid 40 hrs. **Department:** Maintenance
Location: Red Cliff Chippewa Housing Authority

Schedule: Friday 4 p.m.-12 a.m.; Saturday & Sunday 10 a.m. – 10 p.m. On-Call and responsible for responding to any & all emergency calls on Friday nights, and all weekend (even outside of the hours above).

SUMMARY

- This is an entry level position in the Maintenance Department. Performs weekend on-call coverage, all building custodial/cleaning (4 buildings and the maintenance shop); and building snow removal (shoveling). Responsible for all grass cutting in the summer. Assists with snow plowing as needed in the winter. Also responsible for cleaning and upkeep of maintenance equipment.

PRIMARY DUTIES

- Receives, promptly responds and addresses tenant call-ins for emergency (12 hrs.) and urgent (24 hrs.) work orders; things that pose an immediate threat to safety or health or might cause further damage to property if not corrected immediately. These include water pipes breaking; no electricity in the unit; serious leaks in the roof, walls, windows, etc.; toilet or sinks overflowing (plumbing back-up); no heat in the winter; fires, accidents, natural disasters, break-ins, vandalism.
- Performs **miscellaneous maintenance** related tasks as unstopping sinks, tubs and commodes; repairing drains and commodes; replacing ceiling or wall receptacles, light switches or blown fuses, batteries; minor paint jobs, furniture moving, and similar work. Responsible for the cleaning, upkeep & proper storage of all maintenance equipment.
- Performs specific **grounds care** tasks as mowing, trimming, edging, pruning, weeding, raking and disposing of leaves/refuse; 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 **custodial** tasks related to the visual appearance and upkeep of properties such as cleaning out vacant units, cleaning offices and office/building common spaces. Work tasks include dusting, sweeping, mopping, vacuuming, washing windows, walls, annual furnace cleaning, stripping and buffing floors, cleaning appliances and windows.

- 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) with past maintenance position experience.
 - Working knowledge of carpentry, electrical, plumbing and heating, plowing, mowing.
 - Knowledge of applicable 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, wax strippers, etc.
 - 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, snow blowers.
- **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 RCCHA's vehicle insurance policy and maintain driver's eligibility to obtain and maintain employment.

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

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.

This position is primarily a hands-on field position.

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, see in the full color spectrum.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to wet, humid, extreme heat and/or cold conditions; moving mechanical parts, high precarious places (ladders); outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals (paint, floor strippers, varnish, other cleaning supplies, etc.)

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 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 RCCHA Employment Application
Background Investigation Disclosure/Release

SUBMIT TO:

Red Cliff Chippewa Housing Authority (RCCHA)
37645 New Housing Road
Bayfield, WI 54814
FAX: 715-779-5044
ATTN: Tanya Wachsmuth, HR (715-779-3744)

POSTING: November 14, 2018

DEADLINE: November 30, 2018