RED CLIFF CHIPPEWA HOUSING AUTHORITY

37645 NEW HOUSING ROAD BAYFIELD, WI 54814

(715) 779-3744 (715) 779-5044 FAX

Job Description

Job Title: Maintenance Assistant

Supervisor: Maintenance Superintendent

Salary/schedule: $12.00/hr.

Opening Date: September 5, 2013

Closing Date: September 16, 2013 4:30 P.M.

This is an LTE position, up to 40 Hours per week, until all required work is completed.

SUMMARY: Coordinates activities in maintaining and repairing physical structures of buildings and grounds by performing the following duties:

Responsible for refurbishing units by cleaning, painting and performing structural repairs to masonry, woodwork, and furnishings of buildings.

Ground maintenance activities, such as mowing lawns, trimming, removing weeds, raking and disposing of leaves and refuse.

General cleaning and upkeep of buildings, including buffing, dusting, sweeping, mopping, vacuuming, washing windows, and yearly furnace cleaning

Assist in resolving work problems, interpret policies and adhere to safety regulations, and maintain time/ production records.

When needed, assist in performing interior and yard inspections on all rental units annually and Mutual Help as required.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience: High School Diploma or GED. Prefer individual with past maintenance position experience. Individual must have a working knowledge of electrical, plumbing and heating maintenance (certification not required). Knowledge/experience with computers is not a requirement but would be beneficial.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence and to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

License: Must have a valid driver's license and a clear driving record. Must be insurable and document liability insurance for personal vehicle if used for job duties.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand and bend, kneel, crouch, or crawl, climb or balance, walk, sit, reach with hands/ arms, etc. The employee must occasionally lift and /or move materials weighing 50-100 pounds.

Work Environment: While performing the duties of this job, the employee is regularly exposed to wet and or humid conditions; moving mechanical parts; high precarious places (ladder, scaffolding); outside weather conditions; extreme heat and cold. 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. Some periodic travel for training may be required.

POSTING DATE: September 5, 2013

POSTING DEADLINE: September 16, 2013 at 4:00 PM

FOR ADDITIONAL INFORMATION CONTACT:

Tanya Wachsmuth, Accountant at 715-779-3744, ext. 15 or twachsmuth@redcliffhousing.org

Submit Application to:

Red Cliff Housing Authority
37645 New Housing Road
Bayfield, WI 54814
Telephone: (715) 779-3744
Fax: (715) 779-5044

The Red Cliff Tribal Council and Red Cliff Housing Authority has a Drug free Work Place and adheres to the intent of the Drug Free Work Place Act.

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

ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE MAY BE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.