The Housing Authority of the Kaw Tribe of Indians of Oklahoma

(“Kaw Housing Authority”)

**MAINTENANCE ASSISTANT**

**Job Description**

**Purpose**

The Maintenance Assistant is responsible for assisting the KHA Maintenance Technician with maintaining and servicing Kaw Housing Authority units, buildings, grounds, and properties on behalf of the Kaw Housing Authority.

**Scope**

The Maintenance Assistant reports to the Maintenance Technician for work assignments and to the Executive Director for financial and administrative matters. The Maintenance Assistant is responsible for assisting in maintaining and servicing Kaw Housing Authority units, buildings, grounds, and properties on behalf of the Kaw Housing Authority. This includes responding to maintenance requests from unit occupants and office staff. It includes inspecting maintenance problems reported by occupants and office staff and determining the proper actions necessary to remedy the problems, in conjunction with the Maintenance Technician and Executive Director. It also includes developing preventative maintenance schedules and performing preventive maintenance tasks, in conjunction with the Maintenance Technician, including but not limited to watering foundations, replacing furnace filters, cleaning air conditioner coils, etc. It additionally includes maintaining the internal and external structure of units and buildings and ensuring that buildings are safe and inspecting the work of independent contractors of the Authority to verify the contractor’s completion of the work.

This job description is intended to describe the general nature and level of work to be performed by the Maintenance Assistant. It is not intended to be an exhaustive list of all responsibilities and activities required of the position.

**Responsibilities**

- Maintain and service Kaw Housing Authority units and buildings to ensure they are safe and are in adequate condition

- Respond to maintenance requests from Kaw Housing Authority occupants and office staff

- Inspect units and buildings for needed services and maintenance

- Inspect work performed by contractors of the Authority to verify that work is complete

- Maintain building interiors and exteriors

- Inspect fire protection systems and equipment, in conjunction with Kaw Nation Emergency Management Department

- Work with Executive Director to ensure compliance with federal environmental requirements associated with maintenance activities

- Maintain landscaping and grounds of Authority buildings and units and/or manage contracted landscape crews

- Paint interiors and exteriors of KHA properties, as needed or assigned

- Install and maintain siding

- Install and maintain drywall and interiors

- Perform and maintain finishing and painting of interiors and exteriors of units and buildings

- Install and maintain flooring, such as tile and linoleum

- Maintain roofing and gutters of buildings and units

- Install and maintain appliances

- Perform carpentry and other related services

- Operate and maintain tools and equipment

- Perform administrative duties associated with the positions, such as:

            - Keep a daily log of tasks

            - Develop and follow a preventative maintenance schedule

            - Maintain inventory of supplies, materials, tools and equipment

            - Complete and follow work orders

            - Work with Executive Director to develop and follow maintenance project budgets

            - Supervise any subordinate maintenance staff

- Perform other related duties as required or assigned

- Carry emergency cell phone and respond to after-hours emergency maintenance calls

**Knowledge, Skills and Abilities**

**Education**

The incumbent at minimum must possess a high school diploma or GED.

**Knowledge**

The incumbent must have proficient knowledge in the following areas:

            - Knowledge of carpentry and building maintenance

            - Knowledge of safe operation of basic hand and power tools

            - Basic knowledge of heating, air condition, and ventilation systems

            - Basic knowledge of electrical systems

            - Basic knowledge of appliance maintenance

            - Knowledge of workplace safety and safe lifting and handling procedures

            - Knowledge of when to contact qualified service personnel

**Skills**

The incumbent must demonstrate the following skills:

            - Carpentry and building maintenance skills

            - Excellent mechanical skills

            - Drywall installation skills

            - Painting and finishing skills

            - Ability to read building specifications, blue prints and as-builds

            - Ability to operate and maintain required tools and equipment in a safe and responsible manner

            - Client service and public interaction skills

            - Team building skills

            - Effective verbal, written, and listening communication skills

            - Time management skills

**Personal Attributes**

The incumbent must demonstrate the following personal attributes:

            - Be honest and trustworthy

            - Be respectful

            - Possess cultural awareness and sensitivity

            - Be flexible

            - Demonstrate sounds work ethics

            - Deal with public, occupants, office staff and board of directors in a positive, courteous and               respectful manner

**Requirements**

The incumbent must possess:

            - Basic power tools and manual tools to be used in performance of work activities

            - A truck or van that can be used in performance of work activities

            - A valid Oklahoma state driver’s license

            - Permission to work in the United States

            - A clean criminal record free of felonies and any drug, theft or violence-related charges or convictions

            - Drug-free lifestyle with the ability to pass random drug testing

**Working Conditions**

**Physical Demands**

The Maintenance Assistant position is a physically strenuous and physically demanding position. The Maintenance Assistant must lift, bend, pull and manage heavy equipment and objects. The Maintenance Assistant also must work in all weather conditions and must be prepared for both extreme heat and cold.

**Environmental Conditions**

The Maintenance Assistant may work in busy construction sites with a variety of other tradesmen, or may spend long hours working alone. The Maintenance Assistant may work in awkward environments and will be required to carry all required equipment and supplies at all times. The Maintenance Assistant must work in all weather conditions and must be prepared for both extreme heat and cold.

**Sensory Demands**

The Maintenance Assistant may be exposed to unpleasant sights, smells, and situations. The Maintenance Assistant may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, respiratory system and skin.

**Mental Demands**

The Maintenance Assistant must complete assigned tasks in a timely manner and in accordance to budget. The Maintenance Assistant must effectively deal with the public, occupants, office staff and board of directors in a positive, courteous and respectful manner.