

POSITION DESCRIPTION

Title: Maintenance Engineer

Reports To: Maintenance Supervisor

Location: Yreka Karuk Tribe Housing Authority (KTHA)

Assigned Work Location: Does not qualify

Salary: \$20.00 to \$26.00, DOE

Summary: The Maintenance Engineer for KTHA will work under the direction of the Maintenance Supervisor to perform general maintenance services necessary to maintain KTHA's property, facilities, and housing units.

Classification: Full Time, Regular, Non-Exempt

Responsibilities:

1. Inspects units and other KTHA property or facilities to recommend maintenance needs, and perform maintenance tasks as assigned.
2. Performs work order maintenance services per housing standards as assigned.
3. Performs scheduled maintenance duties and follows-up as necessary.
4. Identifies and recommends special services required by contractors and assists when necessary.
5. Estimates required materials and parts to be used in performance of duties and maintains records.
6. Maintains inventory of tools and equipment.
7. Provides advice and assistance to tenants in regarding minor maintenance of units.
8. Requisitions supplies as needed, observes and reports needed repairs to equipment, and maintains equipment used during the course of work.
9. Cleans, paints, and prepares vacated units for occupancy (ex; unit prep).
10. Maintains and further develops grounds and recreation areas.
11. Submits monthly reports to the Maintenance Supervisor for Board of Commissioners review and approval.

12. Is available for local and out of the area travel as required for job related training, and attends all required meetings and functions as requested.
13. Is polite and maintains a priority system in accepting other job-related duties as assigned.

Qualifications:

1. Ability to work with Native American people in culturally diverse environments.
2. Ability to manage time well and work under stressful conditions with an even temperament.
3. Ability to establish and maintain harmonious working relationships with other employees and the public.
4. Ability to understand and follow oral and written instruction.
5. General working knowledge of various maintenance duties related to buildings and property.

Requirements:

1. Must possess at least six (6) months of documented work history in general maintenance duties including but not limited to: plumbing, electrical, appliance troubleshooting and repair, drywall, painting, etc.).
2. Must possess documented knowledge of maintenance supplies and equipment, proper and safe methods used in maintenance work, basic to intermediate hand tools and equipment used in routine building/home maintenance, and grounds keeping.
3. Must be able to clean and care for assigned equipment, follow oral and written instructions, read and write at a level required for successful job performance, recognize and locate conditions which require maintenance and/or repair, and use and care for tools in a safe manner.
4. Must be able to work efficiently and effectively without close supervision.
5. Must be able to properly use computers and other electronics including but not limited to: Microsoft Office Suite including Word and Excel, internet, and smartphones.
6. Must be available for after-hours/emergency rotation and response as directed by Supervisor.
7. Must be able to stand and walk for extended periods; Stoop, kneel and crouch to pick up or move objects, office equipment, furniture, or miscellaneous equipment; Physical ability to lift and carry objects ranging from 50-75 pounds without assistance; Physical ability to lift and move heavier objects with assistance; Normal manual dexterity and hand-eye coordination; Corrected vision and hearing to normal range; and Good verbal communication skills.
8. Must be able to exercise sound judgment and to perform duties with industry, reliability, integrity, and initiative.
9. Must have good general working knowledge of the tasks to be performed.
10. Must possess a valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
11. Must adhere to confidentiality policy.

12. Must successfully pass pre-employment drug screening test and fingerprint criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Committee Approved: August 29, 2024

Employee Signature: _____