

MAINTENANCE WORKER for TAX CREDIT UNITS

Basic Functions:

To ensure all Sisseton Wahpeton Housing Authority units are maintained and safely habitable. This position will assist in the upkeep of all SWHA TAX CREDIT units by providing acceptable, efficient, safe, and sanitary dwelling accommodations for all members occupying SWHA Tax Credit units. Practices safety precautions at all times.

Supervision:

Under the direct supervision of the Executive Director and Maintenance Supervisor.

Duties and Responsibilities:

1. Will receive and complete tenant work orders in a timely manner.
2. Responsible for preventative upkeep and maintenance of equipment.
3. Possess the skills and proficiencies to cut, shape, and install building materials.
4. Possess the knowledge and understanding of HVAC preventative maintenance.
5. Knowledgeable in the methods, tools, and practices used in painting, plumbing, carpentry, and electrical fields.
6. Replace fixtures when necessary.
7. Will be assigned mandatory "on-call" duties when scheduled rotation occurs.
8. Knowledgeable in groundskeeping and operating lawncare equipment.
9. Participate in snow removal.
10. Pick up and clear trash out of housing units and lawns when necessary.
11. Must keep accurate and detailed daily activity logs.
12. Test and replace safety systems like smoke and carbon monoxide detectors.
13. Must keep accurate and detailed mileage logs.
14. Track inventory, tools, and supplies at the end of each shift.
15. Ability to work in adverse weather conditions.
16. Other duties as assigned.

Desirable Knowledge, Skills and Abilities:

Extensive knowledge of maintenance construction techniques and quality control. Able to communicate thoroughly, both written and verbally. Must be able to complete reports timely and accurately. Must be a team player that is capable of working with others.

Requirements and Qualifications:

High school graduate or GED equivalent. Prefer Technical School graduate with construction trade skills or equivalency of 4 years' experience in building/housing maintenance. Requires physical abilities of strong manual dexterity, spatial awareness, and physical endurance. Must maintain a valid South Dakota Driver's License and SWO Tribal License. Indian Preference and Veteran Preference will apply.