

YUOK INDIAN HOUSING AUTHORITY

15540 US Hwy 101 N., Klamath, CA 95548 • (707) 482-1506; (800) 281-4749; Fax: (707) 482-3117

JOB DESCRIPTION

JOB TITLE:	MAINTENANCE WORKER I,II,III
REPORTS TO:	Maintenance Supervisor/Shop Steward
WORK SITE:	Humboldt & Del Norte Counties
STATUS:	Full-Time, Non-Exempt
SALARY:	Level 3-5; \$10.63-16.57 * DOE *
BENEFITS:	Health & Dental
DEPARTMENT:	Maintenance

SUMMARY

Under direct supervision will do repairs, clean and maintain assigned properties in Humboldt and Del Norte counties and complete work from weekly schedules.

DUTIES:

Duties may include, but are not limited to, the following:

- Repair doors, walls, floors, roofs, and other building components.
- Do minor plumbing and electrical repair work.
- Assist in the operation, adjustment, and minor repair of heating /air conditioning units.
- Perform ground maintenance work such as mowing lawns and other yard work.
- Thorough cleaning of floors, carpets, walls, windows, & woodwork.
- Maintain tools and equipment in proper working conditions.
- Maintain and detail vehicles and equipment as scheduled.
- Assist in the ordering and compilation of needed supplies for routine maintenance.
- Obtain necessary training as identified by Supervisor.
- Perform related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This is not a supervisory position.

MINIMUM QUALIFICATIONS:

Entry level computer skills or ability to learn in the six-month probationary period

Must have a valid state driver's license

Must be able to be put on YIHA vehicle insurance policy

Must have knowledge of and abilities for:

- Safe work procedures.
- Custodial practices, methods, materials and tools.
- Routine building and grounds maintenance work.
- Use of repair tools and materials related to building and grounds maintenance.

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- Understanding and following oral and written directions.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be one year of building and grounds maintenance work.

**IN THE EVENT OF EQUALLY QUALIFIED APPLICANTS,
INDIAN PREFERENCE WILL BE APPLIED.**

**THE YUROK INDIAN HOUSING AUTHORITY IS A DRUG AND ALCOHOL-FREE
WORKPLACE. DRUG SCREENING WITH A NEGATIVE RESULT IS REQUIRED
BEFORE BEGINNING EMPLOYMENT.**

**MUST SUBMIT DMV PRINTOUT AND BE INSURABLE ON THE YIHA'S
INSURANCE.**

**Must submit: DMV PRINTOUT, COVER LETTER, RESUME', YIHA APPLICATION,
AND TRIBAL ID (if claiming Indian Preference) to:**

**YUROK INDIAN HOUSING AUTHORITY
ATTN: SHAWNA SANDERSON
15540 HWY. 101 N., KLAMATH, CA 95548**

To request an application: (707) 482-1506 or fax: (707) 482-3117

OPEN UNTIL FILLED