

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 CREW LEADER
REPORTS TO:	Maintenance Manager
WORK SITE:	Humboldt & Del Norte Counties
FLSA:	Full-Time, Regular, Non-Exempt
SALARY:	Level 3-5; \$14.37-16.40 * DOE *
BENEFITS:	Health & Dental
DEPARTMENT:	Maintenance

SUMMARY

Under general supervision, perform all aspects of residential maintenance, preventative maintenance, grounds keeping and property inspections. The Maintenance Crew Leader is responsible for the timely completion of all assigned work orders and acceptable production from his/ hers crew.

QUALIFICATIONS

High school diploma/GED plus 3 years experience in residential building maintenance and grounds keeping.

Must possess a California Driver's License and be eligible to be added to the YIHA's insurance and both must be maintained as a condition of employment.

Must be able to communicate well both orally and in writing, and be able to shift assignments based on priority and/or direction.

Must have experience in utilizing a variety of construction hand and power tools including chop saws, power washers and generators.

Experience in painting, drywall preparation and repair, texturing and sealing methods, floor care, basic plumbing and electrical repair and grounds keeping.

Ability to regularly lift, carry, push, pull or move objects weighing 50 pounds and occasionally up to 100 pounds with safe technique.

Ability to follow written and oral instructions.

Ability to keep records and provide regular crew and project tracking reports.

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Ability to accurately estimate time and materials required for repairs and/or maintenance work.

Must possess and maintain first aid/ CPR certification, or acquire certification within six months of hire.

DUTIES:

- Perform maintenance and repairs to residential units to include but not limited to: plumbing, pumps, fixtures, minor electrical, window and door repairs or installation, cabinet repair, cleaning, floor care including installation of vct, concrete repair.
- Change doors and/or locks on units.
- Install appliances and perform minor maintenance or repairs to appliances.
- Identify and report any irregular, unsafe or hazardous conditions in units or on YIHA grounds.
- Perform custodial duties within assigned work areas.
- Maintains and repairs fences, gates and walkways.
- Paint and maintain interior and exterior of units.
- Clean out drainage ditches and culverts as needed.
- Clean gutters and roofs as necessary.
- Keep accurate records of work performed and materials used.
- Complete assigned tasks on a regular daily basis.
- Properly use and maintain all YIHA equipment, tools and materials and assures safe and proper storage.
- Maintains consistent vehicle inventory of all YIHA equipment, tools and supplies.
- Responsible for maintaining a clean and safe work area.
- Responsible for crew following safe work procedures.
- Ability to work with and under the direction of others in special projects and ongoing maintenance or grounds keeping while maintaining a respectful, courteous manner.
- Assist in the development of technical skills of coworkers and crew.
- Make recommendations for improvement of processes for departmental efficiency.
- Provide regular, written monthly reports for crew and project tracking.
- Perform related duties as assigned by Maintenance Manager.

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SUPERVISORY RESPONSIBILITIES:

This position is responsible for ensuring safe and efficient work practices and deadline completion as well as acceptable crew production and reports to the Maintenance Manager.

GUIDELINES:

Guidelines include direction from Supervisor, YIHA Policy and Cal/OSHA requirements.

COMPLEXITY:

Employee is expected to be resourceful and innovative in performing necessary duties while staying within budget and time restraints and applicable building, electrical and mechanical codes. Employee is expected to plan and implement assigned projects for the safe and effective completion of responsibilities.

SCOPE AND EFFECTS:

The purpose of this work is to provide timely, quality maintenance and minor modifications of YIHA equipment and housing units. This promotes the health, efficiency and well being of activities through the maintenance of existing and future units, grounds, equipment, vehicles and other YIHA property.

PERSONAL CONTACTS:

Employee will routinely come in contact with clients, tribal members, vendors, management staff, department staff, public and governmental agencies and the general public. Employee is expected to conduct these personal contacts in a respectful, professional manner at all times.

PHYSICAL DEMANDS:

- Requires the ability to receive detailed information through oral or written communication.
- Constant walking, standing, sitting, bending or moving for sustained periods of time.
- Occasionally must work in stretched, cramped, uncomfortable or awkward positions including standing, stooping, kneeling, bending, and climbing for short periods of time.
- Lifting and/or working overhead during painting, sheetrock repair, window installation, etc.
- Use of hand and power tools.
- Frequent use of ladders, scaffolding and stairs involving climbing and descending.

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- Working and moving in and out of environmental conditions including sun, rain, wind, ice, sleet, occasional snow, cold and heat.
- Involves frequent lifting, carrying or otherwise moving 50 pounds and occasionally up to 100 pounds.
- Involves verbally expressing or exchanging ideas or instructions.
- Safe and proper operation of YIHA vehicles and/or equipment.

WORK ENVIRONMENT:

Duties are performed in a variety of locations which include isolated areas, well-inhabited areas, aged and modern units and varying weather conditions.

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

**THE YUOK 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:**

**YUOK INDIAN HOUSING AUTHORITY
ATTN: JODI HAYWARD
15540 HWY. 101 N., KLAMATH, CA 95548**

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