

YUROK INDIAN HOUSING AUTHORITY



15540 Hwy 101 N., Klamath, CA 95548-9351 • (707) 482-1506; (800) 281-4749; (707) 482-3117 Fax

JOB TITLE:	TEMPORARY MAINTENANCE WORKER
REPORTS TO:	Maintenance Supervisor/Shop Steward
WORK SITE:	Humboldt & Del Norte Counties
FLSA:	Temporary, Full-Time, Non-Exempt
SALARY:	\$12.85 per hour
BENEFITS:	No benefits
DEPARTMENT:	Maintenance

POSITION 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 and Responsibilities: 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.
 - 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-free and alcohol-free workplace. Drug screening with a negative result is required before beginning employment.