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# Housing Authority of the Cherokee Nation

## Human Resources Job Description

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### Job Title: Maintenance/Construction Technician

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**SUMMARY:** Repairs and maintains physical structures including carpentry, electrical and plumbing repairs. This also requires doing layouts, estimates and materials lists.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Include the following. Other duties may be assigned.

Builds, welds, repairs and maintains physical structures including carpentry, electrical and plumbing.

This also requires doing layouts, estimates and materials lists.

Forms and finishes cement work including floors, sidewalks, and landscaping projects.

Performs some additional floor work such as replacement of carpet, tile and vinyl.

Paints exterior and interior walls of buildings and structures.

Will operate backhoes, mowers, tractors and other equipment. Performs all aspects of carpentry from framing to finish work.

Electrical work including wiring buildings, wiring and hanging light fixtures, changing light bulbs, switches and lights.

Plumbing work from installing and replacing or repairing existing plumbing to unclogging drains.

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PREPARED BY: HUMAN RESOURCES

DEPARTMENT: MAINTENANCE

REPORTS TO: AS ASSIGNED

PREPARED DATE: 9/19/2013

1<sup>ST</sup> REVISION DATE:

FLSA STATUS: NON-EXEMPT

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Employees are held accountable for all duties and responsibilities of this job.

**SUPERVISORY RESPONSIBILITIES:** Minimal supervisory responsibility

**RESPONSIBILITIES/ACCOUNTABILITIES:** The level of responsibility/ accountability required to successfully accomplish the essential duties of this job is as follows.

Medium Level (Assignments received in broad terms with time lines and objectives set.)

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**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION REQUIREMENT:** One year certificate form a college or technical school in Carpentry, Welding, Maintenance, Electrical, or Plumbing; or one and one-half years related experience; or the equivalent combination of education and experience.

**EXPERIENCE REQUIREMENT:** In addition must have two years' experience in related field.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**COMPUTER SKILLS:** None required.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license with a driving history verified through a motor vehicle report that meets requirements for Cherokee Nation underwriting rating.

**OTHER SKILLS AND ABILITIES:** Must be able to layout, design, estimate and form materials list for projects.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to taste or smell. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to wet and/or

humid conditions; moving mechanical parts; outside weather conditions; extreme cold; extreme heat and risk of electrical shock. The employee is occasionally exposed to high, precarious places; fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate to very loud.