
Housing Authority of the Cherokee Nation

Human Resources Job Description



Job Title: Maintenance Technician

SUMMARY: Assists Maintenance Construction Technician to clean and maintain apartment complex, offices and grounds including HVAC, plumbing, electrical and carpentry trades.

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

Gathers tools and supplies to be used at work sites.

Measures, cuts, and installs boards, sheetrock, tile, doors, trim or other materials.

Picks up trash in apartments, offices and grounds.

Cleans, patches and paints sheetrock.

Cleans, strips, waxes and repairs tile floors. Vacuum and steams carpet.

Cleans toilets, tubs, sinks, faucets and appliances.

Assists HVAC with plumbing and electrical repair.

Performs minor repairs such as replacing electrical outlets, switches and light fixtures. Performs minor repairs to plumbing connections.

Operates mowers, trimmers and blowers.

Cleans work area, machines, tools and equipment. Maintains tools and equipment and keeps supplies and parts in order.

Completes required paperwork, work orders and inspections.

PREPARED BY: HUMAN
RESOURCES

DEPARTMENT: AS ASSIGNED

REPORTS TO: AS ASSIGNED

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

SUPERVISORY RESPONSIBILITIES: None.

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.)

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.

EDUCATIONAL REQUIREMENT: High School Diploma or General Education Degree (GED); or Six months related experience and/or training; 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 comprehend simple instructions, short correspondence, and memos.

Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentages. Must be able to draw and interpret bar graphs.

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 a few 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: Course work in some type of building trades or fire and safety management is preferred.

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 use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and /or move up to 50 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; high, precarious places; outside weather conditions; extreme cold; extreme heat; risk of electrical shock and vibration. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually loud.