



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Maintenance Worker III

Department: Housing Department

Employment Status: Regular

Class: Full-Time

Location: Bartlesville, OK

Immediate Supervisor: Housing Inspectors

Date Prepared: 01/14/2015

GENERAL DESCRIPTION:

Under the general supervision to Maintenance Lead. Will do repairs, clean and maintain assigned properties within the preventive maintenance, ground keeping and property inspections, including assignments for maintenance work orders from the Delaware Tribal Government that may involve a time span of minutes or as much as a full week, depending on need and/or typical duties may require.

QUALIFICATIONS:

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

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

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

Must have experience to properly utilize, a variety of construction hand and power tools including chop saws, power washers and generators.

The ability to correctly follow instructions for make-ready units for immediate move-ins which, may include but not limited to: follow painting instructions, drywall preparation and repair instructions, texturing and sealing methods instruction, floor care instructions, the 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 techniques.

Ability to follow written and oral instructions.

Ability to keep records and project tracking reports.

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

DUTIES AND RESPONSIBILITIES;

Must be able to receive after work hours On Call request on a routine basis and either complete after hours work orders or temporary correct the problem until normal hours to fully correct the problem or call specific business if unable to or if a licensed business is required

Perform maintenance and repairs to residential units to include but not limited to: basic plumbing issues, pumps fixtures, minor electrical, window and door repairs or installation cabinets repair, cleaning, floor care including installations of vet, concrete repair

Changed doors or locks on units

Assist in the installing appliances and perform minor maintenance or repairs to appliances

Ability to learn to identify and report any irregular, unsafe or hazardous conditions in units or on DTHP grounds

Perform custodial duties within assigned work areas

Maintain and repairs fences, gates and walkways

Paint and maintain interior and exterior of units

Clean out drainage ditches and culvers as needed

Clean gutters and roof as needed

Properly complete tasks as assigned

Properly use and maintain all DTHP equipment, tools and materials and assures safe and proper storage

Maintains consistent vehicle inventory of all DTHP equipment, tools and material and assures safe and proper storage

Responsible for maintaining a clean and safe work area

The ability to learn to be responsible for following safe work procedures

Ability to work with and under the direction of others in special projects and ongoing maintenances or grounds keeping while maintaining a respectful, courteous manner

Perform related duties as assigned by the Housing Inspectors

Other duties assigned by the Housing Inspectors of the Delaware Tribe Housing Program