



Northern Circle Indian Housing Authority  
694 Pinoleville Drive, Ukiah CA 95482  
707-468-1336 800-521-3191

## **Maintenance Laborer – Temporary (2-3 months) Manchester/Point Arena**

**JOB DESCRIPTION:**       **MAINTENANCE LABORER**  
(For Modernization and Vacant Unit Rehabilitation)

**FLSA:**                       Temporary (2-3 months)– Non-Exempt/Hourly  
\$17.29 – \$21.07 hr. to start based on experience

**SUPERVISED BY:**       **MAINTENANCE/MODERNIZATION MANAGER,  
MAINTENANCE ON SITE FOREMAN**

### **GENERAL STATEMENT OF RESPONSIBILITIES:**

Responsible to carry out the duties and tasks necessary to maintain NCIHA's property in a safe standard condition including: preventative maintenance, implementing systems and procedures to assure efficient, economical services. Have skills necessary to perform work including knowledge of use of materials, tools, equipment and facilities.

### **SPECIFIC AREAS OF RESPONSIBILITY:**

1. Knowledge of the assigned duties and tasks per housing standards as directed by Maintenance/Modernization Manager and/or Maintenance Foreman.
2. Familiar with estimating required materials and parts to be used in performance of duties.
3. Account for all tools, equipment, materials, fixtures used in performance of job.
4. Have a general knowledge of the tasks outlined in **Attachment A**.
5. Use safe work methods in daily assignments and maintain a clean and safe work area.

### **EDUCATION, EXPERIENCE, KNOWLEDGE AND ABILITY**

1. A minimum of two (2) years' experience in general maintenance work.
2. Knowledge of the use of appropriate tools, materials, equipment and facilities.
3. Ability to establish and maintain effective working relationship with NCIHA staff and project participants while working as a team.
4. Ability to read, interpret and complete paperwork related to the position, perform required record keeping and inventory control tasks, and use basic math (addition, subtraction, multiplication, division of whole number, fractions and decimals) in relation to the position.

5. Communicate both verbally and/or in writing all matters relating to the position.
6. Willingness to update or broaden knowledge of industry related best practices by attending provided trainings, classes or other forms of learning.
7. Arrive promptly at worksite at designated start time, prepared, alert and ready to perform assigned work duties.
8. Maintenance Persons that work out of NCIHA Satellite offices must reside in the general location of the designated worksite.
9. Must possess the ability to use good judgment and make appropriate decisions.
10. Required to interact with tenants, occupants, and all other entities in a professional, respectful and courteous manner.

**PLACE:** Manchester/Pt. Arena

**SALARY RANGE:** \$17.29 - \$21.07 per hour to start based on experience

**CLASSIFICATION:** Maintenance Laborer

**WAIVER OF EDUCATIONAL OR EXPERIENCE REQUIREMENTS:**

NCIHA may waive the educational and/or experience requirements based on an evaluation of the experience or demonstrated competence of job applicant.

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job.

Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.

**ATTACHMENT A**

**Knowledge or ability to learn requirements of Maintenance Personnel**

**ELECTRICAL:**

- Some knowledge or ability to learn to change or install outlets, switches and fixtures, troubleshoot circuits, change breakers, put in new circuit, wire gauge and circuit's amperage.

**PLUMBING:**

- Knowledge or ability to learn to change bib washers, seats, "J" bends, and properly use drain cleaning equipment, change toilet and water closets, repair and restore all toilet fixtures, hot water heaters, and troubleshoot plumbing systems.

**CARPENTRY:**

- Knowledge or ability to learn to repair and restore door and window moldings, shelves, curtain rods and shades, repair and restore door jambs, roofs, porches, railings and stairs. Install sheetrock, tape and texture, paneling and floor tiles, install locks and dead bolts.

**PAINTING:**

- Knowledge or ability to learn paint types, lacquer, thinner, stain and other products and their proper applications. painting tools, equipment and ability to use and operate those items in a safe and proper manor. (Airless sprayers, ladders and scaffolding)

**GLASS GLAZING:**

- Knowledge or ability to learn to take dimensions and order replacement parts, remove and replace damaged windows.

**APPLIANCE MAINTENANCE:**

- Knowledge or ability to learn to light pilot lights, clean burners, gas vents, install oven safety switches, thermostats and burner controls, repair and perform preventive maintenance for the following: evaporative coolers (swamp coolers), forced air furnaces and ducting, wall mount heating units and water heaters.