



Northern Circle Indian Housing Authority

Ukiah Office
694 Pinoleville Drive
Ukiah, CA 95482
707-468-1336

Grindstone Office
3600-06 Pum-Ti-Ta-De Lar
PO Box 38
Elk Creek, CA 95939
530-848-4240

Oroville Offi
4740 Pacific Heigl
Oroville, CA 9
530-533-58

Wilton Office
9728 Kent Street
Elk Grove, CA 95924
916-684-1861

POSITION DESCRIPTION

Title	Maintenance Program Specialist (Inspections & Warehouse Operations)
Position Reporting To	Maintenance Foreman
FLSA	Non-Exempt/Hourly
Employment Type	Full-Time (40 hours per week)
Work Location	Ukiah

SUMMARY

The Maintenance Program Specialist is responsible for conducting all required inspections across NCIHA housing programs and properties, while supporting Maintenance operations and warehouse functions. This position ensures that all units, facilities, and assets are maintained in compliance with NCIHA standards, funding requirements, and safety regulations.

The Specialist will generate inspection reports, identify deficiencies, and work directly with the Maintenance Foreman to develop and track work orders. This role is critical to ensuring compliance with housing regulations, maintaining property standards, and protecting NCIHA assets.

This position requires strong independent work capability, attention to detail, and excellent communication skills when working with tenants, staff, and tribal partners.

ESSENTIAL FUNCTIONS

- Inspections & Compliance (Primary Function).
- Conduct inspections for all NCIHA-managed properties, including: Tribal rental units, Low Rent units, Mutual Help units, Lease-to-Purchase homes, Mooretown 2024 units, Hopland Fourplex, Tooley Terrace, Waugh Lane, Rose Healing House, NCIHA office spaces and all owned units.
- Perform move-in, move-out, annual, preventative, and special inspections.
- Generate detailed inspection reports identifying deficiencies, safety concerns, and Maintenance needs.
- Ensure inspections are completed timely and in compliance with NCIHA policies and program requirements.
- Work Order Coordination.
- Process insurance claims.
- Collaborate with the Maintenance Foreman to: Develop and prioritize work orders based on inspection findings.
- Ensure timely completion of maintenance activities.
- Enter inspection results, work orders, pictures and updates into: Housing Data System (HDS) Doorways and other applicable systems.

- Track progress and follow through to completion.
- Maintenance & Field Support
- Assist with preventative Maintenance and repairs as needed.
- Utilize tools, equipment, and materials safely and effectively.
- Estimate materials and supplies required for Maintenance tasks.
- Maintain safe and clean work environments at all job sites.
- Warehouse & Inventory Operations
- Receive, inspect, and store materials, supplies, and equipment.
- Prepare and fulfill orders for delivery or pick-up (load, pack, label, and ship).
- Maintain accurate inventory records and logs.
- Conduct routine inventory audits and report discrepancies.
- Ensure warehouse organization, cleanliness, and safety compliance.
- Equipment & Vehicle Oversight
- Operate and maintain company vehicles and equipment.
- Ensure preventative Maintenance schedules are followed.
- Properly tag and track tools, equipment, and materials.
- Communication & Customer Service
- Communicate clearly with tenants regarding inspections and Maintenance needs.
- Provide professional and respectful customer service at all times.
- Work collaboratively with staff, supervisors, vendors, and tribal representatives.
- Follow through on assigned tasks and maintain accountability.
- Compliance & Safety
- Follow all NCIHA policies, procedures, and safety standards.
- Maintain documentation required for audits and reporting.
- Ensure quality control and adherence to regulatory requirements.

OTHER DUTIES

- Perform additional duties as assigned to support departmental operations.

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent required.

Experience

- Minimum of two (2) years' experience in: General Maintenance, inspections, or housing-related work. Warehouse or inventory operations (preferred)

Skills & Abilities

- Strong attention to detail and organizational skills. Ability to work independently and as part of a team. Excellent communication and customer service skills. Strong task management and follow-through. Ability to read, interpret, and complete work-related documentation. Basic math skills (including fractions and decimals).

Technical Skills

- Proficiency in:
- Inventory systems and warehouse tracking tools and Computer applications (Microsoft Office)

Ability to learn and utilize:

- Housing Data System (HDS)
- Doorways or similar housing software systems

Certifications & Requirements

Valid California Driver's License required.

Ability to lift and carry heavy objects (up to 25 lbs).

CORE COMPETENCIES

- Accountability & Reliability
- Attention to Detail
- Communication & Customer Service
- Problem Solving
- Time Management & Organization
- Team Collaboration

WORKSITE:

Ukiah

SALARY RANGE:

\$49,525 – \$84,704 12-Step Salary Schedule (Top Step: \$84,704)

CLASSIFICATION:

Maintenance

TRIBAL AND INDIAN PREFERENCE

In accordance with the Indian Self-Determination and Education Assistance Act, NCIHA applies Tribal and Indian Preference in hiring. Preference will be given to qualified applicants who are enrolled members of a federally recognized tribe. Verification of tribal enrollment may be required.