



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

## **JOB DESCRIPTION**

**POSITION: MAINTENANCE LABORER**

**SUPERVISED BY: MAINTENANCE 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.

### **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.
5. Use safe work methods in daily assignments and maintain a clean and safe work area.
6. Other duties as assigned or needed.

### **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 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:** Northern Circle Indian Housing Authority  
Grindstone Office

**SALARY RANGE:** \$21.60 - \$27.57 per hour

**CLASSIFICATION:** Maintenance Person

**WAIVER OF EDUCATIONAL OR EXPERIENCE REQUIREMENTS:**

The Board of Commissioners 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 reason