



JOB DESCRIPTION

Job Title:	Maintenance Worker/ Landscaper	Department:	Aha Macav Housing Entity
Reports To:	Maintenance Supervisor	Employment Status:	Full-Time
Exemption Status:	Non-Exempt	Classification:	Sensitive
Supervisory Status:	No	Salary Minimum:	DOE
Driving Classification:	Valid Driver's License		

Summary:

This position performs on-going maintenance repairs for the rental units managed by the Aha Macav Housing Entity (AMHE). The maintenance worker also performs preventative maintenance to reduce the risk of future problems. Responsibilities will also include fixing potential safety hazards to avoid injuries. Communication with the tenants is crucial therefore the selected individual must have internal and external excellent communication and customer service experience. This position will include demolition, repair, and modernizing of rental units, and landscaping all areas of the housing authority complex and assigned areas. On-call assignments will be determined by the maintenance supervisor.

Essential Duties and Responsibilities:

- Perform demolition of rental units, repair of units (drywall, interior/exterior painting, repair plumbing, replace flooring, door installation, roofing, carpentry, site clean-up, etc.)
- Will be responsible for landscaping all areas of the housing authority complex and project areas.
- Able to perform basic HVAC repairs and troubleshoot.
- Will be responsible for the day-to-day work order assignments and work schedule.
- Will annually perform preventative maintenance on all units managed by the AMHE.
- Will annually perform unit inspections.
- Will work with co-workers to modernize (upgrade) selected units and rehabilitate homebuyer/homeowner units based on eligibility.
- Maintain and keep all tools and equipment assigned in safe and good working condition.
- Will be required to operate a motor vehicle and possess a valid driver's license and be insurable under the FMIT vehicle insurance policy.
- Reports directly to the Maintenance Supervisor and or Project Manager/Maintenance Manager.
- Perform all other duties as assigned.
- Be responsible to report any vehicle maintenance issues immediately.
- Will be responsible for on-call maintenance based on the needs and determination of the maintenance supervisor.
- Must be able to provide excellent customer service to tenants, vendors, other departments, and co-workers.
- Must have the ability to communicate effectively with co-workers, vendors, and tenants.
- Able to work alone in many different aspects of the job duties.

Qualifications:

- **Required:** Knowledge of housing construction and all hand and power tools related to the field of construction.
- **Required:** A good work ethic and dependability are a must.
- **Required:** Have landscaping skills and the ability to work outside in extreme heat in summer season and moderate cold in the winter season.
- **Required:** Operation of motor vehicles.
- **Required:** Provide great customer service to those AMHE serves including co-workers, vendors, and other tribal departments.
- **Required:** Ability to take direction from the Maintenance Supervisor and/or Executive Director.
- **Required:** On-Call duties as determined by the Maintenance Supervisor.

Education/Experience:

- **Required:** High School Diploma or GED.
- **Desired:** Higher education.

Language Ability:

- Proficient in English, with the ability to communicate effectively with management and residents
- Ability to read and interpret work orders.

Reasoning Ability:

- **Problem-Solving Skills:** The maintenance worker must apply common sense and logical thinking to troubleshoot and resolve issues in rental units, including HVAC repairs, plumbing, and general construction tasks.
- **Decision-Making Abilities:** The role requires assessing unit conditions during inspections and determining necessary repairs or preventative maintenance, ensuring safe and functional living spaces.
- **Adaptability and Judgement:** The worker must respond to on-call assignments, evaluate emergency situations, and make quick decisions while following safety protocols and providing excellent customer service.

Computer Skills:

- **Desired:** Basic computer skills (i.e, using email, entering data into maintenance management software or generating reports)

Requirements:

- **Required:** Valid driver's license and be insurable under the FMIT insurance plan.

Knowledge, Skills, and Abilities:

- Must always practice safety protocol.
- Any experience in the construction field would be a plus for this position.
- Any experience in servicing heating, ventilation, and air conditioning (HVAC) units is a plus for this position.
- This position will require on-call duties as determined by the Maintenance Supervisor.
- Must be able to travel for training purposes.
- Must be a team player.
- Must be dependable.
- Ability to communicate effectively to individuals.
- Basic general math and measurements.
- Ability to apply common sense and understanding to carry out instructions furnished in written and/or oral form.
- Knowledge of hand and power tools.
- Must be able to work on your own and complete deadlines.

Physical Demands and Work Environment

- Must be able to lift and or move up to 50 pounds.
- Normal vision requirements, i.e., close vision, distance vision. The employee is frequently required to sit or stand for long periods of time and walk distances as well as stoop, bend, kneel and crouch. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

Additional Information:

The above statements describe the general nature and level of work being performed. This is not an exhaustive list of all duties and responsibilities associated with the position. The Fort Mojave Indian Tribe reserves the right to amend and adjust responsibilities to meet organizational and business needs.

Employee must pass a pre-employment drug test and maintain a drug/alcohol free work environment. Employee may be required to travel to various departments, entities and locations within the Tribal Reservation and may be required to travel to various trainings, as necessary.

The Indian Preference Act will be enforced. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.

Employee Acknowledgment:

I acknowledge that I have received, read, and understand this job description. I understand that this document provides a general overview of my responsibilities and that my duties may be modified as necessary to meet the needs of the organization.

Employee Name (Print): _____

Employee Signature: _____

Date: _____