

## Colville Indian Housing Authority

## Position Description

Position: Maintenance Repairer	Position Number:
Department/Site: Nespelem	FLSA: Non-exempt
Reports to: Maintenance Supervisor	Salary Grade: 115 / Step 1 \$19.42

### Summary

Performs a variety of work in several trades pertaining to the repair and maintenance of CIHA rental units, equipment and buildings such as: painting, minor plumbing, and minor carpentry. Works under the general guidance of an assigned team leader or supervisor. Works primarily as skilled crew member but on small assignments may work independently with little or no direction.

### Distinguishing Career Features

The Maintenance Repairer is a multi-skilled position with general maintenance competency to assist other trades in projects and assignments. Advancement is possible to Maintenance Mechanic position with specialized training, and competency within one of the advanced trades combined with additional experience with journey level specialties.

### Essential Duties and Responsibilities

#### **General Maintenance**

- Paints walls, doors, rooms, buildings, parking lots, and other surfaces. Prepares and finishes surfaces by scraping, using commercial paint removers, fills cracks and holes or sizing dry walls.
- Interior and exterior painting
- Cleans and services a wide variety of heating and ventilating equipment.
- Repairs and replaces interior doors
- Soft tile repair and replacement
- Minor repairs to drain lines
- Minor repairs to roofs, cabinets, floors, windows, and siding.

#### **Grounds**

- Cleans CIHA properties (rental units and buildings). Performs general grounds clean-up including picking up paper and trash on grounds areas.
- Assists with maintenance, repair, replacement and upgrading of irrigation components such as but not limited to sprinkler heads and lines. Digs trenches, unloads and relocates materials, and cleans tools and equipment.
- Maintains CIHA Offices and community site grounds in Omak, Inchelium, Keller and Nespelem.
- Operates and performs maintenance on lawn and grounds equipment including: power mowers, line trimmers, and other power equipment as needed. Maintenance includes: changing oil and parts, lubrication, and adjustment.
- Operates work vehicle and trailer to and from work sites. Inspect for routine maintenance and keep a detailed mileage log.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

The position requires working knowledge of the procedures, methods, techniques, and equipment used in minor maintenance repair, grounds and landscape maintenance. Requires basic knowledge of safety guidelines. Requires knowledge of the procedures used in the proper application of fertilizers and other additives. Requires basic knowledge of routine maintenance to sprinkler and irrigation systems. Requires sufficient human relations skill to interact with co-workers and staff. Requires sufficient arithmetic skills to calculate weights, proportions, and sums.

- **Abilities**

Requires the ability to learn and perform the essential duties of the position. Requires the ability to assist with minor maintenance repairs. Requires the ability to learn and apply herbicides and pesticides safely. Requires the ability to use and take care of hand tools, mechanical equipment and power tools. Requires the ability to maintain accurate records. Requires the ability to organize work assignments to meet timelines and deadlines.

- **Physical Abilities**

Requires the ability to stand for extended periods of time, walk up to 400 yards uninterrupted, and manipulate (lift, carry, move) light to heavy weights of up to 50 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate common grounds equipment and read instructions and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials and observe grounds objects. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions.

- **Education and Experience**

The position requires High School diploma or equivalent and typically one year of experience in trades related to general building maintenance, painting, wall repair, carpentry, and/or light plumbing.

- **Licenses and Certificates**

Requires a valid Driver's License.

## **Working Conditions**

Work is performed mostly outdoors where significant health and safety considerations exist from physical labor and working with machinery.

**CLOSING DATE:** Open until filled – 1<sup>st</sup> review March 26, 2024. Applications must be received by 10:00 AM

**INFORMATION:** Attention: Tauni Marchand, P.O. Box 528, Nespelem WA 99155  
[tauni.marchand@colvilletribes.com](mailto:tauni.marchand@colvilletribes.com)

To apply for position, please visit: [www.colvilleiha.org](http://www.colvilleiha.org)

Indian Preference will apply; preference will also be given to honorable discharged veterans who are minimally qualified. Posted 03/12/2024