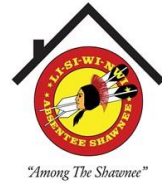


**Absentee Shawnee Housing Authority  
Job Description**



**Position Title:** Skilled Maintenance Tech (Temporary)

**Immediate Supervisor:** Project Management Supervisor

**FLSA Status:** Non-Exempt

**Pay Range:** \$ To be determined.

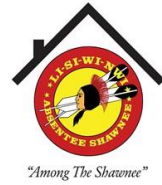
**Positions Supervised:** None

**Summary of Position:** The position requires a skilled laborer in home construction to perform various tasks on ASHA property currently under renovation. Perform general maintenance and construction duties at the level of skilled mechanic in one or more of the crafts or trades. Capable of performing the duties in his craft or trade with minimum supervision, sufficient working knowledge of all maintenance crafts and trades, physically demanding, flexible work schedule may be required at times.

**DUTIES AND RESPONSIBILITIES:**

1. Performs quality checks on mechanical equipment, systems, and structures upon request
2. Operates a variety of hand and power tools to perform tasks such as demolishing, clearing, and preparing construction sites.
3. Load and unload building materials and equipment
4. Abides by ASHA's safety and security requirements.
5. Assist with any deliveries and coordination of supplies for construction sites
6. Keeps inventory and tracks any supplies and materials assigned for use while on construction sites.
7. Perform repairs including but not limited to, faucet repair, replacing broken window or door glass, screen repair, drywall repair, caulking, plumbing leaks, general cleaning and property renovation.
8. Decision making - must be able to identify and resolve problems in a timely manner, gather and analyzes information skillfully to make responsible decisions.
9. Perform maintenance of a non-routine nature to assure that units are maintained in a decent, safe and sanitary condition.
10. Reliability – the individual must be consistently at work and on time, follow instructions responds to management's direction and solicits feedback to improve performance.
11. Perform other routine maintenance tasks as requested by the Supervisor or Executive Director.
12. Be able to follow the Rules of Confidentiality.

**Absentee Shawnee Housing Authority**  
**Job Description**



**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

Possess a working knowledge of general maintenance and construction at the level of a skilled mechanic. Must possess ability to make repairs such as drywall repair, replacing floor tile, replacing broken glass, painting, etc. Must be physically able to perform necessary work requirements.

**QUALIFICATIONS:**

1. High School Diploma, GED or experience sufficient to satisfy job requirements.
2. Must have a working knowledge of general maintenance and construction.
3. Must show initiative and responsibility in performance of duties.
4. Must have skill to operate simple hand and power tools.
5. Must have valid Oklahoma Operators License and be insurable.

**Other Requirements:**

- The individual must comply with the Drug Free Workplace personnel policy.
- The job requires spending long hours sitting, standing, stooping, bending, a lot of physical movement which can cause muscle strains. Must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 94 pounds.
- Travel required to and from construction sites.

**Indian Preference:**

The Absentee Shawnee is an equal opportunity employer; however preference is given to qualified Native American applicants as allowed by regulations. We adhere to policy of making employment decisions without regard to race, color, religion, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with the Company depends solely on your qualifications.

**Absentee Shawnee Housing Authority  
Job Description**



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I have a basic understanding of the duties and responsibilities as described in this job description.

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Employee Signature

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Date

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Executive Director Signature

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Date