

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



**Position Title:** (Temp) Maintenance Technician

**Immediate Supervisor:** Maintenance Supervisor

**FLSA Status:** Non Exempt

**Pay Range:** \$10.50 - \$18.30/ hr. (\$21,840 - \$38,064) DOQ

**Positions Supervised:** None

**Summary of Position:** To make repairs to and keep in proper condition, the buildings and structures located at all ASHA project sites. 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 and has a sufficient working knowledge of all maintenance crafts and trades.

**DUTIES AND RESPONSIBILITIES:**

1. Perform inspections of mechanical equipment, systems, structures and project sites upon request.
2. Perform lawn care, mowing and exterior maintenance, as necessary.
3. Make service calls as necessary to complete work order requests.
4. Maintain proper maintenance on all equipment.
5. Perform maintenance including but not limited to, faucet repair, replacing broken window or door glass, screen repair, drywall repair, caulking, plumbing leaks, general cleaning and renovation of vacant units, etc.
6. Decision making - must be able to identify and resolve problems in a timely manner, gathers and analyzes information skillfully to make responsible decisions.

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7. Perform maintenance of a non-routine nature to assure that units are maintained in a decent, safe and sanitary condition.
8. Reliability – the individual must be consistently at work and on time, follows instructions responds to management’s direction and solicits feedback to improve performance.
9. Perform other routine maintenance tasks as requested by the Supervisor or Executive Director.
10. Be able to follow the Rules of Confidentiality.

**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.

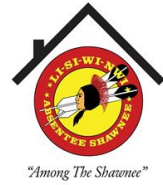
**QUALIFICATIONS:**

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.

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- 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.
- Occasional travel for training purposes.

**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.

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date