

HOUSING DIRECTOR'S ASSISTANT/MAINTENANCE SUPERVISOR

Position Announcement

(5 Day Tribal Member/Inter Office)

JOB SUMMARY: Works under the general direction and supervision of the Housing Director. This position provides housing and maintenance-related services for the Kaibab Paiute Band of Indians. This includes plan, develop, implement, control, and evaluate Tribal housing and maintenance programs and operations. Strive to fulfil the goal of the Housing Department to provide a comfortable safe living environment to Tribal Members living in tribally owned residents.

TITLE:	Housing Director's Assistant/Maintenance Supervisor
DEPARTMENT:	Housing
SUPERVISOR:	Housing Director
OPENS:	February 13, 2017
CLOSES:	February 21, 2017
STATUS:	Full-Time, Permanent/ Benefits after 90 days
SALARY:	DOE

DUTIES & RESPONSIBILITIES:

- Under the supervision of the Housing Director, coordinate and oversee scheduling of work assignments, set priorities and direct the work of housing maintenance staff. Work closely with the HOC to schedule move outs, move ins, annual inspections, DPW shut offs, evictions, payment plans, and waiting lists.
- Perform evaluations of housing maintenance employees.
- Promote preservation of Tribal Culture. Organize workshops for tenants as needed.
- Identify staff development and training needs and assure training is obtained within budget guidelines.
- Establish and maintain a positive working relationship with tribal membership.
- Evaluate and verify employee performance through the review of completed work assignments and work techniques.
- Office procedures: maintain records, prepare reports, and compose correspondence relative to work.
- Direct and participate in development, interpretation, evaluation, and recommendation of policies, procedures, rules, and regulations for effective operation of housing programs.
- Direct and participates in determining needs and assist in planning, implementing, and evaluating programs.
- Help coordinate and develop alternative strategies to address and resolve a variety of issues and problems that occur daily.
- Provides support to committees and attend all housing committee meetings and report on previous month's tasks. Provide input and solutions for situations affecting day to day operations.
- Attend tribal council meetings and specific HUD trainings as directed.
- Maintain a professional and consistent working environment.
- Supervise and hold maintenance employees accountable for their work.
- Concurrent duties of the Director: assist with signing leave slips, travel requests, and other pertinent responsibilities associated with the wellbeing of the housing department.
- Perform activities as directed by housing director

MINIMUM QUALIFICATIONS:

- Five + years experience supervising housing maintenance work crew.
- Positive attitude and willingness to work with people and solve problems on the fly.
- Knowledge, experience, and application of electrical housing components.
- Knowledge, experience, and application of plumbing all aspects of residential application.
- Knowledge, experience, and application of pipe fitting of all sizes and composition.
- Knowledge, experience, and application of drywall application and finish.
- Knowledge, experience, and application of framing, setting doors and windows, repairing old construction while maintaining integrity of building.
- Knowledge, experience, and application of all kinds of roofing repair and replacement.
- Ability to read blueprints and make drawings of housing floorplans.
- Ability to read blueprints in order to isolate water in multiple water systems.
- Knowledge of pumps, pressures, and treatments in water systems.
- Ability to operate all kinds of hand tools and operate equipment.
- Ability to maintain a working inventory of supplies necessary for housing operations.
- Experience keeping equipment, supplies, and vehicles organized and protected.
- Must have a high school diploma or GED.
- Must pass a fingerprint/criminal background check and pre-employment drug testing.
- Must have a valid driver's license with a good driving record and be insurable.

CONFIDENTIALITY:

The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY:

The Kaibab Paiute Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Kaibab Paiute Tribe policy, this position requires pre-employment drug testing.

Employment applications are available online at www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building located on 1 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return completed applications for consideration. For more information, contact the Human Resource Director at (928) 643-7245. **Only completed applications will be accepted.** All applications must have a copy of the following to be considered: requested education requirement verifications, driver's license, 36 month driving record and two completed fingerprint cards (available at the Human Resource Office).

**THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND
ADHERES TO THE INDIAN PREFERENCE ACT**