

# Little Traverse Bay Bands of Odawa Indians

## Job Posting



**Job Title:** Housing Maintenance Worker

**Department:** Housing

**Reports to:** Housing Director

**Salary Range:** \$17.07 to \$23.89 per hour/(\$35,506 - \$49,691) Annually

**Status:** Non-Exempt

**Level:** B22

**Opens:** December 10, 2024

**Closes:** December 24, 2024

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**SUMMARY:** Maintain and repair physical structures of buildings and maintain grounds at LTBB Housing.

**PRIMARY RESPONSIBILITIES:**

- Receive written work orders or verbal instructions from Housing Department
- Generate purchase orders for Housing maintenance materials
- Generate maintenance reports pertaining to repair and maintenance of Housing units
- Perform ground maintenance activities such as mowing lawns, trimming hedges, raking, digging flower beds, planting flowers, etc.
- Paint interior and exterior walls and trim.
- Repair parking lot and sidewalks with asphalt, cold patching materials, and concrete.
- Operate snow removal equipment to maintain driveways, porches, and sidewalks.
- Maintain and repair buildings' plumbing and electrical systems, including placing worn or defective parts such as switches and fuses.
- Conform to LTBB policies and procedures.
- Routine maintenance in rental units (i.e., minor structural repairs).
- Responsible for managing all work orders and assignments to sub-contractors.
- All other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Must be able to work well with others. Must be able to work alone and without constant supervision. Must have basic repair skills to maintain buildings and grounds. Will be required to keep buildings clean and in good repair. Must be able to repair maintenance equipment and perform preventative maintenance. Must have basic computer skills and basic knowledge of general software.

**EDUCATION AND EXPERIENCE:**

High school diploma or GED and two year's relevant maintenance experience or equivalent combination of education and experience.

**PHYSICAL DEMANDS:** While performing the duties of this job the employee must occasionally lift and move up to 50 pounds or more. This position will work in outside weather conditions during all four seasons. Must be able to work from a ladder and/or elevated platform.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license, reliable transportation and be insurable by the Tribe's insurance carrier during the duration of employment with LTBB.

**COMMENTS:** Indian preference will apply. Position is contingent upon completing and passing a background check.