

DUCK VALLEY HOUSING AUTHORITY

P.O. BOX 129

OWYHEE, NEVADA 89832

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NEVADA-IDAHO



DUCK VALLEY INDIAN
RESERVATION

JOB ANNOUNCEMENT

POSITION: Maintenance Technician

LOCATION: Duck Valley Housing Authority, Owyhee, NV

SALARY: Grade 17, Step 01 \$ 17.62 per hour **Classification:** NON-EXEMPT

OPENS: April 25, 2019 **CLOSES:** May 09, 2019

POSITION STATEMENT: Duties of the Maintenance Technician are to provide maintenance services to low rent units, DVHA office, shop and Laundromat building in the Newtown Subdivision, Thomas Loop and Crater View apartment areas. The maintenance worker is under the direct supervision of the Maintenance Supervisor.

SPECIFIC DUTIES:

1. Will schedule maintenance repairs to housing units including painting, plumbing, carpentry, window replacement and electrical repairs.
2. Must develop repair cost estimates and order materials necessary to complete repair work.
3. Maintain shop area of inventory of material and supplies.
4. Will assist in maintenance of the lawn area around the low rent projects, office and shop.
5. Will maintain the tools, equipment, supplies stored in the shop area.
6. At times will clean and maintain the Laundromat, keep the machines in operational condition.
7. Will maintain/repair housing vehicles and motorized equipment as recommended schedules.
8. Will respond to frequent emergency repairs after working hours often in less than desirable conditions.
9. Travel will be required to pick up purchased supplies/materials.
10. May repair and install appliances, electrical fixtures, as well as, repair and rebuild lawn tools, etc.
11. Must be skilled in all facilities of building construction. In the service and operations of all types of construction machinery, and tools.
12. Will be responsible to provide information to the supervisor for the ordering and purchasing of all materials/equipment needed to perform assigned projects.
13. Must be able to climb a 6' ladder and higher.
14. Clean and sweep chimneys.

15. Must be will to attend trainings relevant to DVHA's goals and missions.
16. Must be able to work without direct supervision.
 1. Fixing and replacing water & sewer lines (exposure to human feces)
 2. Disposing of nuisance animals in subdivisions (dogs, cats-alive and dead)
 3. Pulling of well motors, replacing motors, pumps and water well lines
 4. Operate heavy equipment for hauling gravel, road making and snow removal.
 5. Repair and patch roads in subdivisions with asphalt mix.
 6. Weld cattle guards and braces for cattle guards, remove and replace cattle guards in subdivisions.
 7. Put up and install signs around subdivisions and Crater View apts.
 8. Fabricate with sheet metal for HVAC.
 9. Additional plumbing under homes and Crater View apts. (exposure to dead mice, rats, urine feces, mold, spiders and snakes)
 10. Building Handicap ramps and installing handicap showers
 11. Cement work, sidewalks, footings, stem walls.
 12. Performs other duties as assigned.

QUALIFICATIONS:

- A. Knowledge and experience in general plumbing, general electrical procedures, basic carpentry, roofing and glass work. Preferable knowledge of heat pumps, furnaces, well pumps, water pressure tanks, refrigeration units, electric cooking ranges and water heaters.
- B. Experience in developing work schedules and written work estimates.
- C. Must have a valid driver's license in order to operate housing vehicles.
- D. Two (2) years of maintenance experience.
- E. Two (2) years of carpentry experience.
- F. Must have a High School diploma or successfully completed the GED program.

PHYSICAL DEMAND

- A. Must be physically fit to lift up to 50+ lbs.
- B. Must be able to work in various weather conditions.
- C. Must be able to bend, stoop, climb and crawl.

SPECIAL CONDITIONS:

1. Must consent to mandatory pre-employment drug and monthly random testing completed by DVHA.
2. Will not bring personal tool to work or take work tools home.

DVHA is an equal opportunity employer. Indian preference is provided to qualified Indian applicants. Applications can be obtained by the Duck Valley Housing Authority office or by telephoning (775) 757-3589 and we will mail you an application. The application must be received by the closing date if received after the closing date the application will be returned and not accepted.