



STANDING ROCK HOUSING AUTHORITY

1333 92nd Street, P.O. Box 769
Fort Yates, North Dakota 58538
Telephone: (701) 854-3891
Fax: (701) 854-3855



STANDING ROCK HOUSING AUTHORITY JOB ANNOUNCEMENT

Position: MAINTENANCE SPECIALIST (SD)

Opening Date: October 20, 2022

Closing Date: Open until filled

Rate of Pay: \$16.11 Per. Hr./Benefits

JOB PURPOSE:

This position is to do Housing Maintenance work for all Standing Rock Housing Authority (SRHA) Units, which include Repair and/or Demolish Interior of Units, Sheetrock/Drywall, Insulation, Flooring, Carpentry Work, Plumbing, Heating, HVAC, Electrical, Painting & Masonry Work. Coordinating vacant & remodeled units with all the Departments that are involved such as Resident Services, Occupancy, Procurement and Security.

Duties & Responsibilities:

Performs Maintenance on all SRHA units as assigned in accordance with guidelines including manufacturer's instructions.

Performs Carpentry work such as: Repair or Replace Drywall, Patch, Texture & Paint, Floor Tile repairs, Interior & Exterior Doors, Screen Doors, Windows & Screens, Cabinets for Kitchen/Bathroom & Steps or Handicap Ramps.

Repair or Replace Appliances (Kitchen Stove/Refrigerator/Hot Water Heater and or Furnace, plumbing parts, Electrical Outlets, Light Fixtures, Thermostats as required.

Knowledge, Skills & Abilities:

Must have experience & knowledge in: Maintenance of Housing Units (Repair/Demolish rehabilitation, Carpentry Work, Furnace, Hot Water Heater, Plumbing, Sewer Repairs, & Electrical Work).

Ability to maintain a good Time & Attendance Record, works independently with or without Supervision, works cooperatively with Co-Workers, Process & Submit Work Orders and Reports,

Report all Lease Violations such as Unsanitary or Infestation. Do ON-CALL with rotating shifts in the evenings or weekends. Attend all staff meetings and trainings.

Qualifications:

- High School Diploma or GED Equivalent.
- Must have a valid driver's license and be eligible under SRHA Auto Insurance Policy.
- Must be physically able to lift/carry in the 100lb range, stoop/bend/climb pertaining to job.

NOTICE

Applicants are subject to Alcohol & Drug Testing, failure to adhere to the Testing will result in revocation of job offer.

"All Incomplete Applications will not be considered."

Submit SRHA Applications to:

SRHA Human Resources Department
P.O. Box #769
Fort Yates, North Dakota 58538