



# QUILEUTE HOUSING AUTHORITY

PO Box 159 • La Push, Washington 98350  
(360) 374-9719 • Fax (360) 374-9117

**TITLE:** Maintenance Tech  
**STATUS:** Regular Full-Time, Non-Exempt  
**OPENS:** 12/20/2019  
**CLOSES:** 01/17/2019 or open until filled  
**SALARY:** \$13.50 - \$14.70

## **POSITION DESCRIPTION:**

Under the direction of the Maintenance Supervisor, the QHA Maintenance Tech performs maintenance and repair tasks on QHA buildings, houses, grounds and equipment as supervised.

## **DUTIES AND RESPONSIBILITIES:**

- Perform general repairs, complete work orders and maintain physical upkeep of the QHA properties (buildings, grounds, and equipment)
- Diagnose and resolve maintenance problems
- Repair appliances, replace parts as needed to effectively provide corrective maintenance and grounds maintenance
- Turn houses, duplexes and other QHA units (paint, cabinet installation, flooring, etc.)
- Ensure all work is done in a timely manner and provide consistent follow up
- Perform weekly janitorial cleaning of the interior and exterior of the QHA
- Provide excellent customer service by ensuring all resident requests or complaints are addressed in a timely, efficient and courteous manner
- Ensure compliance with fire and safety measures
- Ensure confidentiality policies are being followed
- Entering and completing maintenance worker orders through Housing Data Systems (HDS)
- Assist in performing housing inspections
- Upkeep on lawns
- Contribute input in ordering of supplies when needed
- Responsible for fully cleaning and sanitizing unit upon residents move-in date
- Willingness to work a flexible schedule to include an occasional evening and weekend
- Other duties as determined by supervisor

## **KNOWLEDGE OF:**

- Basic understanding of heating, plumbing and electrical systems
- Knowledge of materials and equipment used in building and grounds maintenance
- Skilled in the use of hand tools and equipment used in building and grounds maintenance
- OSHA safety and health regulations

## **DESIRED QUALIFICATIONS:**

- CPR and First Aid Certification
- GED or high school diploma
- 3 years of experience doing grounds maintenance, renovation or building construction
- Ability to operate motor vehicles, valid Washington State driver's license
- Ability to follow oral and written instructions

## **PHYSICAL REQUIREMENTS:**

Physical elements/requirements, such as lifting, repetitive bending, reaching, etc., when they are "essential" to the job. Must be able to comfortably lift 30lbs. 10 to 15 times per day/shift.

\*Must pass a criminal background check

\*Must pass drug test

\*Valid Washington State driver's license

TO APPLY:

**Submit an application, resume and list of references to:**

Quileute Housing Authority  
561 Quileute Heights  
PO Box 159  
La Push, WA 98350

Visit our page at [www.quileutenation.org](http://www.quileutenation.org) under **Quileute Housing Authority**

If the applicants have equal qualifications, preference will be given to members of federally recognized tribes. Except as provided by the Indian Preference Act, Title 25 US code Section 472 & 473 there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, membership or non-membership in an employee organization.

I have received, reviewed and fully understand the job description for the QHA Maintenance Tech position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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