



# Pawnee Nation Housing Authority

## JOB DESCRIPTION

Title: Maintenance, Rehab, and General Laborer  
Department: Maintenance  
Job Type: Full-time  
Wages: Hourly, 40 hours per week

General Summary: The position calls for an experienced individual to perform remodel to PNHA Housing.

Reports To: Maintenance Manager  
Supervises: None

### Job Responsibilities

- Performs various physical duties as assigned
- Maintain all safety standards
- Moves, secures, installs, builds, loads, or unloads materials
- Performs some specialized tasks which may require on-the job training
- Effectively using heavy and light equipment, depending on the jobsite/assignment
- Moves items from place to place, according to direction from the site supervisor
- Performing cleaning activities such as dusting, mopping, painting, etc.
- Performing minor fixes such as repairing broken locks, doors, plumbing etc.
- Changing filters and checking smoke detectors
- Install appliances and equipment
- Operate lawn care tools like weed eaters, shears, and lawnmowers
- Complete other lawn care-related tasks as needed

### Qualifications and Skills

- Ability to read labels, safety warnings, and guidelines
- Attentive to detail and alert at all times to ensure safety
- Able to receive and follow instructions and communicate with co-workers
- Enough physical stamina to remain standing for most of the day
- Able to lift more than 15 pounds
- Driver's License required
- Able to pass a background check

### Education and Experience:

- High school diploma
- Ability to safely operate various tools and equipment
- Previous experience

  
Executive Director Approval

7-10-24  
Date

  
Compliance Specialist

7-10-24  
Date