



Tule River Indian Housing Authority

342 N. RESERVATION ROAD – PORTERVILLE, CALIFORNIA 93257
(559)784-3155 Ext. 1218



JOB POSTING

OPEN

Opening Date: 09/22/2026

Closing Date: 10/06/2026

POSITION TITLE: Maintenance Field Supervisor

DEPARTMENT: Maintenance

WORKSITE: Tule River Indian Housing Authority

WORK SCHEDULE: Monday- Friday
7:00am-4:00pm (Varies/Salary)

WAGE RATE: **\$30.00-\$34.50 / Salary / Non-Overtime Eligible**

BENEFITS: Medical, Dental, Vision, FSA, PTO, 401k, ETC.

IF YOU ARE INTERESTED IN THIS POSITION, PLEASE SUBMIT THE FOLLOWING:

- Completed Application
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be turned in to the Tule River Indian Housing Authority Human Resources office by 5:00pm on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Must provide completed applications for all open positions applying for.

In-House applicants must submit an application to the Human Resources Department for any job opening(s) they are interested in.

Submit to:

Shy-La Franco, Human Resources Generalist

Email: Shy-la.Franco@tulerivertribe-nsn.gov

Office Phone: (559) 784-3155 Ext. 1218

Tule River Indian Housing Authority

342 North Reservation Road

Porterville, CA, 93257



Tule River Indian Housing Authority

Tule River Indian Reservation

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(559)784-3155



JOB DESCRIPTION

POSITION TITLE: Maintenance Field Supervisor

WORKSITE: Tule River Indian Housing Authority
342 North Reservation Road
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Maintenance Field Supervisor is responsible for supervising and coordinating the daily operations of the Maintenance Department to ensure the efficient maintenance, repair, rehabilitation, and safety of TRIHA-managed properties, facilities, equipment, and grounds. The position provides direct supervision of maintenance personnel, assists with budget planning, ensures compliance with applicable federal, tribal, state, and local regulations, develops preventive maintenance programs, and promotes exceptional customer service to residents while maintaining a safe and productive work environment.

DUTIES AND RESPONSIBILITIES:

1. Prioritize work orders and emergency repairs.
2. Provide training to maintenance department staff
3. Organizes and oversees the schedules and work of maintenance staff
4. Conducts performance evaluations that are timely and constructive
5. Oversees the day-to-day operations of the maintenance technicians
6. Evaluates systems or facilities to determine maintenance or repairs that need to be performed
7. Assesses building systems to plan work assignments and project schedules
8. Develops maintenance procedures and schedules
9. Ensures maintenance and repair work is completed correctly and in a timely manner
10. Assist with departmental budget estimates and costs of specific repair projects
11. Allocate general and daily responsibilities
12. Supervise and train workers and tradespeople
13. Guarantee all safety precautions and quality standards are met
14. Resolve problems when they arise
15. Report on progress to Manager
16. Develop and implement preventative management schedules.
17. Conduct regular inspections of housing units and facilities.
18. Ensure compliance with OSHA safety requirements.
19. Maintain inventory control of equipment, tools, and supplies.
20. Obtain quotes and coordinate outside contractors.
21. Assist with preparation and monitoring of departmental budgets.

22. Maintain maintenance records and reporting.
 23. Participate in strategic planning for capital improvements.
 24. Train, mentor, coach, and evaluate maintenance staff.
 25. Respond professionally to resident concerns and complaints.
 26. Coordinate with other TRIHA departments to meet organizational objectives.
 27. Ensure compliance with NAHASDA, HUD, Tribal policies, and applicable building codes.
 28. All other duties as assigned.
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QUALIFICATIONS:

1. High School Diploma or GED required.
 2. Associate's degree in construction management, Facilities Management, Building Maintenance, or related field, preferred.
 3. Must successfully complete a pre-employment drug/alcohol screening and background check.
 4. Valid California Driver's License and ability to be insured through TIRIHA.
 5. Ability to organize a work schedule.
 6. Ability to solve disputes between workers.
 7. Ability to lift up to 50 pounds.
 8. Excellent communication skills.
 9. Deep knowledge of the construction industry and processes.
 10. Ability to read construction drawings and blueprints.
 11. Must be physically able to perform repairs when needed.
 12. If previously employed within the Tule River Indian Tribe of CA entities, you must have acceptable work history.
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KNOWLEDGE, SKILLS, & ABILITIES:

1. Knowledge of residential construction, repair, and maintenance practices.
 2. Knowledge of workplace safety requirements, building codes, and proper use of PPE.
 3. Ability to supervise, train, schedule, and assign work to maintenance employees.
 4. Ability to organize and prioritize routine, preventive, and emergency work orders.
 5. Ability to read and interpret blueprints, construction drawings, and technical manuals.
 6. Ability to inspect housing units, job sites, and complete repairs for quality and safety.
 7. Skill in identifying maintenance problems and determining appropriate repairs.
 8. Ability to estimate labor, materials, costs, and project completion timelines.
 9. Ability to safely operate and maintain tools, equipment, and Housing Authority vehicles.
 10. Ability to maintain accurate work orders, inspection reports, inventory, and other records.
 11. Ability to communicate effectively with employees, tenants, contractors, and management.
 12. Ability to resolve employee, tenant, and job-site concerns professionally.
 13. Ability to manage multiple projects and adjust priorities based on operational needs.
 14. Ability to respond appropriately to emergency and after-hours maintenance situations.
 15. Ability to provide professional, respectful, and culturally appropriate service to the tribal community.
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PHYSICAL REQUIREMENTS:

1. Ability to lift, carry, push, and pull up to 50lbs.
2. Ability stand and walk for extended periods.
3. Ability to frequently bend, stoop, kneel, crouch, crawl, reach, and climb.
4. Ability to climb and work safely from ladders and elevated surfaces.
5. Ability to safely operate hand tools, power tools, machinery, and vehicles.
6. Manual dexterity and hand-eye coordination necessary to perform repairs.
7. Ability to work indoors and outdoors in varying weather conditions and temperatures.
8. Ability to work in confined spaces, on uneven surfaces, and around dust, noise, and construction materials.
9. Visual and hearing ability necessary to identify hazards, inspect work, and communicate safely.
10. Ability to wear required personal protective equipment.
11. Ability to perform physically demanding maintenance and construction-related duties as needed.
12. Ability to respond to emergency maintenance situations, including occasional after-hours assignments.

This position reports to: Development Manager

Supervises: Maintenance Technicians

Salary: \$30.00-\$34.50

Work Schedule: Monday- Friday 7AM-4PM (Varies/Salary)

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO, 401K, ETC.

PREFERENCE SHALL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE & VETERAN PREFERENCE. *Must have Tribal Identification, Military Identification or Form DD214 to claim preference.*



Tule River Indian Housing Authority

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(559)784-3155 Ext. 1218



JOB POSTING

OPEN (IN-HOUSE ONLY)

Opening Date: 09/22/2026

Closing Date: 09/24/2026

POSITION TITLE: Maintenance Clerk

DEPARTMENT: Maintenance

WORKSITE: Tule River Indian Housing Authority

WORK SCHEDULE: Monday- Friday
8:00am-5:00pm (Varies)

WAGE RATE: **\$22.00 / Hourly / Overtime Eligible**

BENEFITS: Medical, Dental, Vision, FSA, PTO, 401k, ETC.

IF YOU ARE INTERESTED IN THIS POSITION, PLEASE SUBMIT THE FOLLOWING:

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JOB DESCRIPTION

POSITION TITLE: Maintenance Clerk

WORKSITE: Tule River Indian Housing Authority

342 North Reservation Road

Porterville, CA 93257

GENERAL POSITION DESCRIPTION

Under the direct supervision of the Development Manager, the Maintenance Clerk provides administrative, clerical, and operational support to the Maintenance Department and assists in the coordination and delivery of housing maintenance, repair, rehabilitation, and construction-related activities. The Maintenance Clerk serves as a primary administrative point of contact for the Maintenance Department and is responsible for maintaining accurate records, tracking work orders and project documentation, coordinating schedules and communications, assisting with purchasing and inventory records, and supporting departmental reporting and compliance requirements. This position works closely with maintenance staff, TRIHA departments, tenants, vendors, contractors, project managers, and other stakeholders to promote timely communication, accurate documentation, efficient workflow, and effective delivery of maintenance services.

DUTIES AND RESPONSIBILITIES:

1. Provide day-to-day administrative and clerical support to the Development Manager and Maintenance Department, including correspondence, scheduling, data entry, filing, document preparation, and general office coordination.
2. Maintain organized and accurate electronic and physical records related to maintenance, repairs, rehabilitation, construction projects, inspections, warranties, invoices, insurance documentation, contracts, and other departmental activities.
3. Assist with the tracking and administrative processing of maintenance requests and work orders from initial request through completion, including updating records and maintaining supporting documentation.
4. Track project and maintenance deadlines, pending items, required documentation, and follow-up activities and provide status information to the Development Manager as requested.
5. Assist with project coordination and administrative support for maintenance, construction, rehabilitation, and other assigned housing projects.
6. Coordinate schedules, appointments, inspections, meetings, vendor activities, and other departmental activities as assigned.
7. Prepare meeting materials, attend assigned meetings, take accurate notes or minutes, and assist with tracking follow-up items.
8. Assist with purchasing and procurement-related administrative functions, including preparing or tracking purchase requests, purchase orders, quotes, invoices, receipts, and supporting documentation in accordance with TRIHA policies and procedures.

9. Maintain accurate inventory records for Maintenance Department supplies, tools, equipment, materials, keys, and other assigned assets; assist with periodic inventory counts and reconciliation.
10. Communicate professionally with tenants, vendors, contractors, staff, and community members regarding maintenance scheduling, project coordination, documentation, and general departmental matters.
11. Work collaboratively with project managers, superintendents, project engineers, contractors, consultants, and other professionals involved in TRIHA projects.
12. Assist with grant-funded projects and programs by maintaining required documentation, tracking project information, and supporting reporting and compliance activities as assigned.
13. Assist in compiling departmental data and preparing routine reports, spreadsheets, project updates, maintenance activity reports, and other information requested by the Development Manager or Executive Director.
14. Maintain confidentiality of tenant, employee, financial, project, and organizational information in accordance with TRIHA policies and applicable laws.
15. Follow established internal controls, procurement requirements, record-retention practices, safety requirements, and applicable federal, state, Tribal, and TRIHA policies and regulations.
16. Maintain professional, timely, and accurate communication and promptly elevate unresolved issues, delays, missing documentation, or other concerns to the Development Manager.
17. Support cross-departmental coordination and assist other TRIHA departments when necessary to accomplish organizational goals.
18. Perform other duties as assigned by the Development Manager or Executive Director.

QUALIFICATIONS:

1. High School diploma or GED required
2. Related Clerical or administrative experience, preferred.
3. Valid California Driver's License and ability to be insured through TRIHA.
4. Must successfully complete a pre-employment drug/alcohol screening and background check.
5. Proficiency in Microsoft 365 and general office equipment.
6. Effective written and verbal communication skills.
7. Ability to work independently and follow established procedures and supervisory direction.
8. Ability to interact professionally with tenants, Tribal members, vendors, contractors, coworkers, and management.
9. Ability to exercise sound judgement and maintain confidentiality.
10. Reliable, accountable, detail-oriented, and committed to TRIHA's mission.
11. If previously employed within the Tule River Indian Tribe of CA entities, you must have acceptable work history.

KNOWLEDGE, SKILLS, & ABILITIES:

1. Advanced knowledge of office administration procedures and practices
2. Knowledge of board governance and meeting administration
3. Excellent records management and retention practices
4. Extensive knowledge of Microsoft Office applications including Microsoft 365
5. Knowledge of Tribal organizational structure and policies
6. Ability to maintain professional business communications and correspondence preparation
7. Must maintain confidentiality and exercise sound judgment
8. Must be capable of managing multiple priorities and deadlines simultaneously
9. Must possess the ability to communicate effectively both verbally and in writing
10. Must maintain the ability to organize and coordinate meetings, schedules, and projects
11. Must maintain the ability to prepare reports, correspondence, and meeting materials
12. Must establish and maintain effective working relationships
13. Must be able to work independently with minimal supervision
14. Must regularly provide professional customer service

PHYSICAL REQUIREMENTS:

1. Ability to sit and work at a computer for extended periods.
 2. Ability to regularly stand, walk, bend, reach, and perform general office duties.
 3. Ability to lift, carry, push, or pull office supplies and materials weighing up to 50lbs.
 4. Manual dexterity is necessary to operate a computer, telephone, copier, and other office equipment.
 5. Visual and hearing ability necessary to review documents, enter data, communicate, and respond to workplace activity.
 6. Ability to occasionally visit housing units, maintenance sites, storage areas, and other TRIHA locations.
 7. Ability to walk on uneven surface and work around moderate noise, dust, and changing weather conditions during site visits.
 8. Ability to safely operate a vehicle when travel is required for assigned duties.
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This position reports to: Maintenance Field Supervisor

Supervises: None

Salary: Starting at \$22.00

Work Schedule: Monday- Friday 8:00AM-5:00PM (Varies)

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO, 401K, ETC.

PREFERENCE SHALL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE & VETERAN PREFERENCE. *Must have Tribal Identification, Military Identification or Form DD214 to claim preference.*