

FORT BELKNAP INDIAN COMMUNITY
FBTHA Tax Credit Program
668 Agency Main Street
Harlem, MT. 59526

TITLE: Skilled Maintenance

STATUS: Permanent/Full Time

PROGRAM: Tax Credit Program

SALARY: Negotiable

INTRODUCTION: Incumbent will provide the necessary maintenance work for repairs, routine and preventive maintenance, replacement and other structural improvements of all rental units under the management of Fort Belknap Tax Credit Program (FBTCP) and its facilities. Provide recording keeping of all work related work orders, purchases, and equipment/tool assignments, time/labor records for the Fort Belknap Tax Credit Program accounting purposes. Incumbent must have experience in the basic electrical and plumbing field.

SUPERVISION RECEIVED: Incumbent will work under the general supervision of the Program Manager. Is expected to perform independently on work orders assigned by the supervisor.

SUPERVISION EXERCISED: Incumbent will provide supervisory direction to staff as assigned.

GENERAL DESCRIPTION OF DUTIES: Incumbent will be responsible for the provision of mixed maintenance, grounds keeping and janitorial services to all industrial, commercial and residential buildings and other property owned or leased by the Fort Belknap Tax Credit Program.

1. Performs high quality maintenance work on all assignments by submitting work orders, of work accomplished, materials used and labor charges.
2. Paints interior and exterior surfaces on existing buildings and equipment using standard preparation and application practices.
3. Performs alteration, repair and installation of metal and wood framework, interior and exterior doors, windows, broken locks, window screen frames, structural frame work, replace sheetrock plaster damage to drywall, repair/replace floor tiles, linoleum, plumbing fixtures, appliances, remove/replace cabinetry, and hardware.
4. Performs plumbing and furnace repair/replacement work in units and existing buildings, to include toilets, tubs, showers, sinks and fixtures, to be in compliance with standard practices and codes.
5. Performs preventive maintenance work, according to plan, furnace and heating repair, furnace cleaning and adjustments, installation of motors, ductwork, electrodes, dampers and filters. Inspects low pressure furnaces; replaces defective relays, control switches and thermostats. Must be able to project specific plumbing, furnace and electrical work necessary for long term viability to bring unit to standard as regulated by HUD specifications.
6. Performs repair and installation of basic electrical systems to include light switches and covers, electrical fixtures, motors, wall outlets, fans, pumps, circuit breakers and conduit, apparatus and control equipment.
7. Must be able to plan new or modified installations to minimize waste of materials.
8. Performs and prepares reports for scheduled preventive and routine maintenance work

- performed for all FBTCP assigned residential units, to include walk through site inspections on a quarterly basis, checking furnace filters, air vents, ventilation, etc.
9. Uses accepted techniques and practices in mixing solutions prior to performing the scheduled cleaning, sanitizing and disinfecting of walls, ceilings, floors bathroom facilities and other surfaces.
 10. Empties trash containers daily and transports to a centrally located pickup point.
 11. Shovels, chips and sweeps all snow, ice and other debris from exterior paths and sidewalks located adjacent to FBTCP structures.
 12. Must maintain a daily work order logs of all assignments and complete all necessary documents for tracking and audit purposes, including material costs, labor charges, to be submitted with time sheet to Supervisor.
 13. Must maintain a daily travel mileage log for assigned vehicle or personal when utilized for official business under maintenance.
 14. Must document all new and used appliance installation and replacement and brand names, serial numbers, model numbers.
 15. Must be able to be on-call on evenings and week-ends for emergency assignments
 16. Assist in rehabilitation, construction of all units managed by FBTCP.
 17. Must be able to do maintenance and carpentry work.
 18. Participate in both formal and informal training.
 19. Must be able to perform a multitude of various skills and abilities in the maintenance of housing units. Must have the ability to communicate with people from diverse backgrounds and educational levels. Must always be pleasant and courteous.
 20. Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES: Incumbent must possess the knowledge, skills and ability to safely perform a variety of light to heavy maintenance and construction work involving the electrical, mechanical, plumbing, heating and carpentry trades; operate hand and power tools safely while in the performance of duties; and possess a working knowledge of janitorial techniques and practices. Must be able to communicate effectively, both orally and in writing.

Minimum experience in electrical, plumbing, painting, tile installation, equipment repair and replacement, carpentry, roof repair, carpentry finish work, sheetrock, framing, window/glass installation, tenant abuse repairs and general cleaning. Ability to communicate effectively both in written and oral form. Ability to communicate and work tenants and occupancy members.

Knowledge of unit inspections on existing dwelling units.

EDUCATION REQUIREMENT: Must possess a high school diploma or GED equivalency.

EXPERIENCE REQUIREMENT: Must possess three (3) years general experience in construction and building maintenance or related field.

SPECIAL CONSIDERATIONS AND REQUIREMENTS: Incumbent may be subject to exposure to hazardous substances.

Annual physical exam is required. Must be able to ascend and descend ladders, climb roofs, crawl in crawl spaces and basements.

Incumbent must be able to work outdoors, sometimes in inclement weather and may expect to sometimes work beyond normal hours inclusive of weekends.

This position will require sitting, bending, stooping, driving, walking on slippery and uneven

surfaces and lifting heavy and bulky objects which may weigh in excess of fifty (50) or more pounds.

Incumbent must possess a valid State Montana issued Driver's License and be eligible at ordinary and reasonable cost for inclusion with the Tribal Master Insurance Policy.

Must never have been convicted of a felony within the last five (5) years and no misdemeanors within the last year of employment.

Incumbent will be subject to the Fort Belknap Tribal Housing Authority's Drug Free Workplace Policy.