



Employee Job Description		
Position Title: Housing Maintenance Staff		
Position ID #		
Facility: St. Croix Chippewa Housing Authority		
Job Family: Maintenance	Comp Grade: DOQ	Status: FT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

The St. Croix Chippewa Housing Authority promotes safe and healthy living. The Housing Maintenance Staff is the heart of the program, providing tenants with all aspects of home repair needs.

Essential Functions:

The Housing Maintenance Staff are responsible to complete work orders and directives, in a timely manner. Honesty and accountability are key components to success for the Housing Program. Emergency Maintenance/On Call rotation is bi-weekly, including nights and weekends.

(Job Title) Job Duties:

- Perform Work Orders and directives in a timely manner
- Consistent Communication with the team
- Customer Service
- Confidentiality
- Mileage Log & Vehicle Maintenance Completion
- Daily Work Log Completion
- Emergency Maintenance Rotation
- Vehicle Equipment Inventory
- Materials & Supplies Use Weekly Report

- Purchase Order Reconciliation
- Any other duties assigned by supervisor

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: None

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Directly Reporting to: Project Manager

Matrix of INDIRECT Reporting: Executive Director

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

Physical Demands/Environment Factors: Job Site Specific

- Requires standing for long periods of time, walking, lifting, bending, twisting.
- Requires ability to work in closed or compact spaces.
- Requires outdoor labor in safe conditions as provided by OSHA Guidelines.
- May be required to lift up to 75 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.

Minimum Qualifications

- Proficiency level typically gained through a combination of high school diploma.
- Must demonstrate ability to assess customer and business needs and formulate plan of action. Able to identify potential issues and proactively contain and manage challenges.

- Requires basic to intermediate level computer skills and ability to access information in meaningful ways.
- Requires skill in conflict resolution and team building.
- HVAC, Electrical, Plumbing, and Carpentry Skills are a must.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.
- Requires St. Croix Chippewa Housing Authority Signed Vehicle and Equipment Use Agreement.
- **Must have valid Driver's License and be insurable.**

Preferred Qualifications:

- 2 Year Technical Degree
- HVAC, Electrical, Plumbing Certification(s) desired

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.