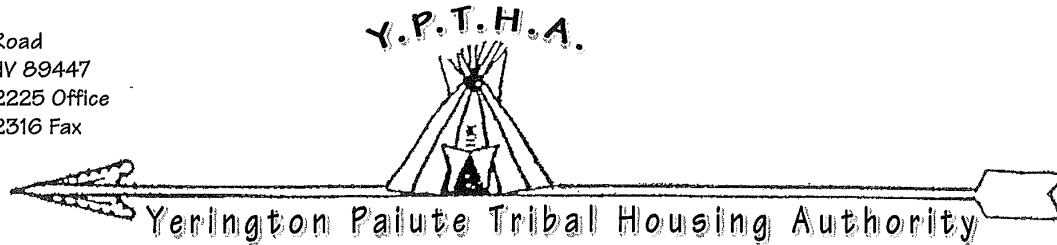


31 W. Loop Road
Yerington, NV 89447
(775) 463-2225 Office
(775) 463-2316 Fax



YERINGTON PAIUTE TRIBAL HOUSING AUTHORITY MAINTENANCE SUPERVISOR

POSITION TITLE: Maintenance Supervisor
SCHEDULE: Full Time
LOCATION: On-site Yerington Paiute Tribal Housing Property
SUPERVISOR: Executive Director
SUPERVISES: Maintenance Worker(s);
WAGES: Wage Range \$15.00 - \$20.00 Depending on Experience

SUMMARY: Performs routine and extensive preventative maintenance and repair procedures on Rental buildings, mechanical equipment and utility systems.

GENERAL JOB DESCRIPTION: The position of Maintenance Supervisor (“Supervisor”) is responsible to oversee maintenance work, maintenance worker(s), within the YPTHA community as directed. Supervisor will oversee maintenance workers and insure the quality of work, scheduling of work, procurement of materials/sub contracts, budgeting, inspection of projects prior to start of work, and final inspections of work and environmental work is complete for all projects. Supervisor will contract with contractors/subcontractors and inspect all work contracted at the YPTHA community for the maintenance of the housing inventory.

As Maintenance Supervisor the employee will physically perform maintenance and upkeep required for units of the YPTHA along with the maintenance worker(s). The duties will include supervision and/or the hands on work required for all areas of preventative maintenance, routine and non-routine maintenance, and other work as assigned by the Executive Director or the Housing Coordinator/Housing Consultant. This position is a full time position. This position is considered “at will”, meaning the employee may resign at any time and the Yerington Paiute Tribal Housing Authority (“YPTHA”) may terminate the employee at any time with or without cause.

DUTIES AND RESPONSIBILITIES OF THE POSITION

MAINTENANCE: As the Maintenance Supervisor this position will:

- ❖ Perform and/or supervise routine maintenance for the Rental Housing Program. Routine maintenance may include miscellaneous repairs or duties, electrical and/or plumbing work, changing filters for the furnace/air conditioning units; changing batteries in smoke alarms; maintain the inventory of tools and equipment in good condition and in working order.
- ❖ Perform and/or supervise all approved Work Request/Tenant Response forms, maintain accurate records and costs for each project.
- ❖ Coordinate and/or supervise non-routine maintenance services and provide assistance to contract service persons.
- ❖ Respond to emergency situations that are hazardous to occupants and/or the housing unit and supervise, and/or perform the necessary work to resolve an immediate hazard or repair.
- ❖ Coordinate the rehab of vacant units, and perform the work for the rehab including cleaning, painting, flooring, roofing, window replacement, screen replacement and refurbishment of interior of units, and all other areas as required.
- ❖ Perform and/or supervise landscaping duties to include the care of playground areas, community areas and other areas as required. Duties to include watering and care of plants and trees, weed control and snow removal.
- ❖ Remove and or supervise the removal of snow from roof tops, sidewalks and other when required to maintain a safe and hazard free community.
- ❖ Responsible to operate and/or supervise the operation of equipment and tools; and maintain all equipment and tools.
- ❖ Have an a good knowledge and understanding of YPTHA policies on maintenance and procurement and be able to relay the important aspects of these policies to participants, maintenance crew, etc..
- ❖ Have an understanding of the “chain of command” necessary to complete work flow and effective and efficient services to the housing community.
- ❖ Perform all other duties as assigned by the Housing Coordinator, and or YPTHA Director(s).
- ❖ Coordinate work and scheduling with the Force Account Force account workers and/or Force Account Supervisor.
- ❖ Insure all Environmental reviews, procurement, contracts, are completed prior to work being

completed.

- ❖ Insure all paperwork, job records, reports, etc., are organized, filed and kept in good working order for preparation of audits, reviews, and history of projects.
- ❖ Insure all warranties are safeguarded and organized for future use.
- ❖ Complete project scheduling including initial inspections, determination of scope of work(s) and final inspection and close-out of each project.
- ❖ Oversee procurement of materials, labor, goods, work, etc., following YPTHA procurement standards and policy.

SKILLS AND ABILITIES

- ❖ Have the ability to plan, organize and execute the work requirements of the position in a time efficient manner, working both independently, supervise and be a team member of the maintenance crew.
- ❖ Must be able to communicate and work with all housing staff, other workers and participants in the housing programs, tribal officials and service persons.
- ❖ Calculate figures correctly.
- ❖ Have the skill to maintain accurate records and files, and maintain physical inventory.
- ❖ Basic skills of telephone and personal etiquette.
- ❖ Ability to lift 50 lbs.
- ❖ Trouble shooting of appliances, fireplace inserts, etc.
- ❖ Good supervisory skills, good sense of fairness and equitable work load for maintenance crew.
- ❖ Construction management experience or work experience comparable is beneficial.

- ❖ Basic carpentry experience is beneficial.
- ❖ Knowledge of state of NV Building Codes, Lyon County building inspection protocol, and a OSHA 30 certification is beneficial.
- ❖ Must understand the chain of command and understand and adhere to confidentiality requirements.

ADDITIONAL REQUIREMENTS

- ❖ Possess a valid Nevada Driver's License.
- ❖ High school diploma or it's equivalent with 2 years of experience in construction or related fields.
- ❖ Must be insurable for operation of vehicles and must maintain that insurability throughout the duration of employment in this position.
- ❖ Must be bondable.
- ❖ Must be a self-starter and able to supervise a crew through the completion of a project.
- ❖ Must be substance abuse free.
- ❖ Must have good communication skills and possess a working knowledge of the 'chain of command' necessary to complete work flow and effective and efficient services to the housing community.
- ❖ Must possess a strong attention to detail and accuracy.
- ❖ Must be willing and able to work various hours and on an on-call basis in times of emergency repairs.
- ❖ Must have the physical ability to perform and/or supervise all duties of the job position.
- ❖ Must be willing to travel or work in inclement weather conditions.
- ❖ Must possess the ability to rapidly changing priorities
- ❖ Must remain substance abuse free and submit to random drug tests as required by YPTHA

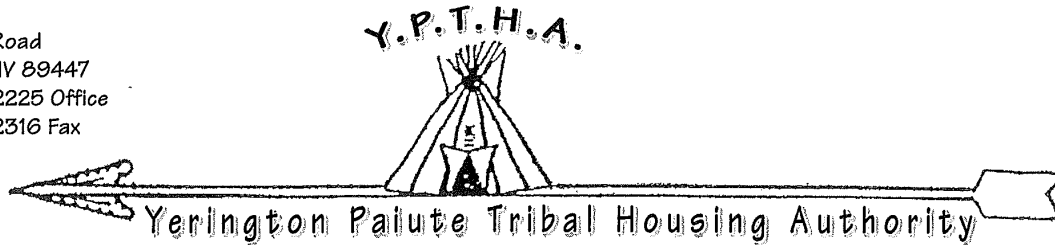
personnel policies and Federal Drug Free Workplace Act of 1988, with satisfactory results.

- ❖ Sensitivity of the Native American culture and traditions, customs and socioeconomic needs of our Native American community. And most especially work closely with YPTHA staff and assisting the elders of the community.
- ❖ If a participant in the YPTHA housing program ,100% compliance is required at all times.

PREFERENCE

Preference will be given to qualified Native American applicants, as provided in Section 7(b) of the Indian Self Determination and Education Assistance Act.

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**YERINGTON PAIUTE TRIBAL HOUSING AUTHORITY
MAINTENANCE SUPERVISOR POSITION
JOB ANNOUNCEMENT**

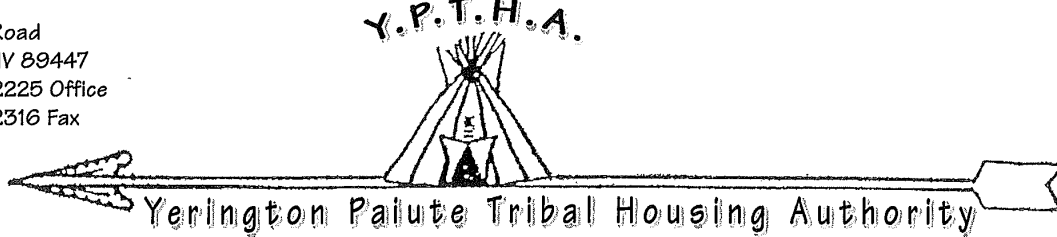
The Yerington Paiute Tribal Housing Authority (“YPTHA”) Authority is currently accepting applications from qualified applicants for the position of Maintenance Supervisor. This position is responsible to perform and/or supervise maintenance work as required for YPTHA rental housing units located on the Yerington Paiute Tribal Housing Authority in Yerington, Nevada. The duties will include all areas of preventative maintenance, routine and non-routine maintenance, and other work as assigned by the Housing Coordinator and the YPTHA Director(s). This position is full time employment status. This position is under the supervision of the Housing Coordinator/Executive Director. This position is “*at will*”, meaning the employee may resign at any time and YPTHA may terminate the employment with YPTHA at any time with or without cause. Applicants must possess a valid Nevada Driver’s and must be bondable.

How to Apply:

1. Obtain an application and detailed job description, in person or by mail, from:
**Yerington Paiute Tribal Housing Authority
31 W. Loop Road
Yerington, Nevada 89447**
2. If you have any concerns or questions, please call the YPTHA office.
3. Preference will be given to qualified Native American applicants, as provided in Section 7(b) of the Indian Self Determination and Education Assistance Act.
4. The Executive Director/YPTHA Board may waive the education and/or experience requirements based on an evaluation of the experience or demonstrated competence of an applicant.
5. Failure to complete all applicable parts of the employment application will remove the applicant from consideration for this position.
6. THE APPLICANT IS RESPONSIBLE TO COMPLETE AND RETURN THE EMPLOYMENT APPLICATION BY MAIL OR IN PERSON, TO THE ABOVE ADDRESS.

THIS JOB ANNOUNCEMENT WILL BE OPEN UNTIL THE POSITION IS FILLED.

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**YERINGTON PAIUTE TRIBAL HOUSING AUTHORITY
MAINTENANCE SUPERVISOR POSITION
JOB ANNOUNCEMENT**

The Yerington Paiute Tribal Housing Authority is currently accepting applications from qualified applicants for the position of Maintenance Supervisor. This position is responsible to perform and or supervise maintenance work as required for housing units of the Yerington Paiute Tribal Housing Authority Department Rental housing program, located on the Yerington Paiute Tribal Housing Authority, Yerington, Nevada. The duties will include all areas of preventative maintenance, routine and non-routine maintenance, and other work as assigned by the Housing Coordinator or the YPTHA Executive Director(s). This position is full time employment status. This position is under the supervision of the Housing Coordinator. This position is “*at will*”, meaning the employee may resign at any time and YPTHA may terminate the employment with YPTHA at any time with or without cause. Applicants must possess a valid Nevada Driver’s and must be bondable.

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