

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



FORCE ACCOUNT WORKER ~ JOB DESCRIPTION

YERINGTON PAIUTE TRIBAL HOUSING AUTHORITY

POSITION: Force Account Worker
WAGE: \$14.00-\$18.00 per hour DOE
SUPERVISOR: YPTHA Executive Director, Force Account Supervisor
Status: Temporary Position
Posted Date: July 10, 2019, until filled

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POSITION SUMMARY:

Under policy direction of the Yerington Paiute Tribal Housing Authority ("YPTHA") The Force Account Worker will perform rehabilitation and construction duties as assigned by the Force Account Manager and/or the Executive Director, rehabilitation/construct YPTHA Community Units as directed, assist the YPTHA with the completion of their Indian Housing Plan activities and programs, and other duties as assigned by the Force Account Manager and/or Executive Director. The positions are project specific and employment will be given until project completion.

BENEFITS:

This position is not a full time YPTHA position, and is project specific. The Job Position of Force Account Worker does not accrue sick leave, annual leave and/or receive employee benefits that the YPTHA provides to full time staff positions, such as medical insurance.

PRINCIPAL DUTIES:

1. Follows instructions given by the Force Account Manager and/or Executive Director.
2. Rehabilitate/Construct units in the YPTHA Community as directed.
3. Address needs of the YPTHA Community in a professional and culturally sensitive manner.
4. Other duties as assigned.

REQUIREMENTS AND MINIMUM QUALIFICATIONS:

1. Must be a minimum of 21 years of age.

2. Must have a minimum of one (1) year work experience in a construction environment.
3. Must be willing and able to accept and follow instructions given by the Force Account manager and/or Executive Director.
4. Must be willing and able to complete assignments and independently without immediate supervision
5. Must have a valid Nevada driver's license and provide a copy of DMV driving record.
6. Must be willing and able to work various hours and in inclement weather conditions.
7. Must be able to meet the physical demand of the job, including lifting, climbing, operating power tools, shoveling, etc.
8. Must have a High School Diploma or GED.
9. Must maintain confidentiality of all files and accounts of YPTHA's programs.
10. Sensitivity of the Native American culture and traditions, customs and socioeconomic needs of our Native American community.
11. Must have the capacity and willingness to accept responsibility.
12. Must be bondable and Must be substance abuse free.
13. Must submit to pre-employment and random drug tests as required YPTHA personnel policies and the Federal Drug Free Workplace Act of 1988, with satisfactory results.
14. Must be able to meet the physical demands of the job.
15. Must be willing and able to work various hours.
16. Must have good communication skills.
17. If a housing participant, must be in 100% compliance of housing program at all times.

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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.

APPLICATION

Applications are available at the YPTHA Housing Office during normal business hours at:

**Yerington Paiute Tribal Housing Authority
31 West Loop Road
Yerington, Nevada 89447**

RELEASE / ACKNOWLEDGMENT

Employee Name: _____

Social Security Number: _____ **Contact #:** _____

I, _____, understand that the position of Force Account Worker with the YPTHA is a temporary position, is project specific and does not qualify for the YPTHA employee benefits package, annual leave, sick leave, etc., that other YPTHA positions accrue. By accepting this Force Account Worker position, I understand and accept that I will not be receiving the employee benefit package that other YPTHA employees may receive, such as annual leave, sick leave, health insurance, etc.

Signed by Employee: _____ **Date:** _____

YPTHA Witness: _____ **Date:** _____

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Y.P.T.H.A.

