



Chippewa Housing Authority

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JOB DESCRIPTION

MAINTENANCE WORKER

Department	Maintenance
Location	Lac du Flambeau Chippewa Housing Authority
Employment Status	Full-time 40 hours per week
Reports To	Maintenance Manager
Compensation	Based on experience and qualifications, in accordance with the approved wage schedule
Fringe Benefits	Eligible for full-time employee benefits in accordance with the CHA Personnel Policy

Position Summary

The Maintenance Worker performs semi-skilled and skilled maintenance, repair, rehabilitation, and preventive maintenance work on single-family homes, apartment buildings, and other Housing Authority properties. The position helps maintain housing units, facilities, and grounds in decent, safe, sanitary, and serviceable condition; identifies and corrects conditions that could lead to injury, property damage, or system failure; and completes work in accordance with applicable Tribal codes, the CHA Personnel Policy, the CHA Maintenance Policy, Uniform Building Codes, and other applicable regulations.

Essential Duties and Responsibilities

- Perform assigned maintenance and rehabilitation work efficiently, safely, and within established timelines.
- Complete and submit work orders and related documentation to the Maintenance Manager.
- Performs minor electrical work including basic wiring tasks, replacement of switches and receptacles, installation and testing of smoke alarms, inspection of circuit breakers and fuses, and identification of electrical shorts or failures. Ensures all work follows safety protocols and refers complex electrical issues to licensed electricians
- Install, replace, and repair appliances, water heaters, sump pumps, exhaust fans, and related mechanical equipment.
- Performs a full range of carpentry tasks including framing, trim work, drywall installation and repair, tiling and floor replacement, door installation, siding repair, roof repair and replacement support, installation of handicap ramps and ADA accessories, window and screen repair, cabinet installation and repair, and countertop replacement. Responsible for doorknob and lock installation, balancing and plumb adjustments, and other structural or finish carpentry tasks as assigned.
- Performs minor plumbing maintenance and repair, including clearing sink and toilet stoppages, addressing basic leaks, and conducting routine fixture checks. Locates and exposes septic systems when required, ensuring safe excavation practices and compliance with applicable codes. Refers complex plumbing issues to licensed professionals.
- Inspect completed maintenance and rehabilitation work and verify punch-list items before tenant occupancy.
- Perform scheduled preventive maintenance and identify or replace defective components before they affect other parts of a building system.

- Follow inventory procedures and ensure the proper, authorized use and care of CHA materials, supplies, equipment, and tools.
- Maintain Housing Authority properties and grounds, including manual snow removal from roofs and sidewalks, shoveling, raking, and related seasonal work.
- Communicate respectfully and effectively with residents regarding maintenance and rehabilitation matters, including the safe operation and care of housing units.
- Follow all safety rules, policies, building codes, and work practices to protect residents, coworkers, the public, and Housing Authority property.
- Attend required meetings and participate in job-related training as assigned.
- Perform other related maintenance and rehabilitation duties assigned.

Knowledge, Skills, and Abilities

- Working knowledge of residential maintenance, construction, carpentry, minor plumbing, minor electrical work, appliances, and basic HVAC components.
- Working knowledge of applicable CHA and Tribal housing codes, maintenance requirements, and safe work practices.
- Ability to organize work, manage time, establish priorities, follow instructions, and work independently.
- Ability to recognize unsafe or unsanitary conditions and take appropriate corrective action or report the condition promptly.
- Ability to communicate positively and effectively with residents, staff, contractors, and the public.
- Knowledge of, and ability to work respectfully within, the cultural, social, and community environment of the Lac du Flambeau Chippewa Tribe and the CHA organization.
- Ability to maintain complete confidentiality regarding CHA tenants, employees, and business operations.
- Ability to remain professional in high-stress situations and interact constructively with others.

Minimum Qualifications

- Experience in residential maintenance, construction, carpentry, or a related field is preferred.
- Possess the knowledge and practical ability needed to perform basic carpentry, plumbing, electrical, appliance, and general maintenance work.
- Possess and maintain the tools required to perform assigned job duties.
- Possess and maintains a valid Wisconsin driver's license, liability insurance, reliable transportation, and the ability to travel to job sites and complete normal work-order activities.
- Successfully complete a pre-employment background check and mandatory drug screening and participate in random drug testing thereafter, in accordance with applicable policy.

Physical Demands and Work Environment

This position regularly requires physical labor in occupied and vacant housing units, buildings, outdoor areas, and active maintenance or rehabilitation sites. The employee must be able to lift and carry building and construction materials, supplies, equipment, and tools; climb, bend, stoop, kneel, reach, and work in varying weather conditions; and safely perform snow removal, roof work, and other assigned maintenance activities. Reasonable accommodation may be made for qualified individuals in accordance with applicable law and policy.

Policy Compliance and Employment Conditions

The employee is expected to comply with the CHA Personnel Policy, CHA Maintenance Policy, applicable Tribal and federal requirements, safety rules, approved building codes, and all other policies and procedures governing the work. This job description summarizes the primary duties and requirements of the position and is not intended to

list every task. Duties may be modified or reassigned consistent with organizational needs and applicable policy. Native American preference will be applied in accordance with applicable Tribal and federal regulations and tribal policy. The Lac du Flambeau Chippewa Housing Authority is an equal opportunity employer and gives preference to qualified Native American applicants as permitted by law and policy.

Employee Acknowledgment and Signature

By signing below, the employee acknowledges receipt and reviews of this job description and the position's duties and expectations. The employee's signature does not create a contract of employment.

Employee Signature

Date