



**Lac Courte Oreilles Housing Authority**  
**13416 W Trepania Road**  
**Hayward, WI 54843**  
**Phone (715) 634-2147**  
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## **JOB ANNOUNCEMENT**

**LOCATION:** Lac Courte Oreilles Housing Authority  
**JOB TITLE:** (1) Maintenance  
**SALARY:** \$13.00/hr  
**POSTING DATE:** March 12, 2021  
**CLOSING DATE:** **Open Until Filled**  
**DEPARTMENT:** Maintenance

**REPORTS TO:** Maintenance Supervisor

### **JOB SUMMARY:**

This position requires the individual to complete work order and other requests assigned by the Maintenance Supervisor. The employee is expected to perform all types of maintenance, including but not limited to; plumbing, heating, flooring, electrical, carpentry, and will participate in such maintenance training as available.

### **DUTIES AND RESPONSIBILITIES:**

1. Perform all duties in a courteous and pleasant manner.
2. Perform plumbing repairs as needed.
3. Perform electrical repairs.
4. Perform preventive maintenance work: furnace cleaning and adjustments, plumbing, appliance, and general dwelling checks.
5. Perform damage repairs in units: repair sheet rock, cabinetry, flooring, etc.
6. Perform interior and exterior painting as required.
7. Perform grounds maintenance and custodial work as required.
8. Submit completed work orders, requisition requests and any other documentation as required by the Maintenance Supervisor.
9. Must maintain confidentiality.
10. Respond to after hour calls for emergency work.
11. Be On-Call as scheduled.
12. Must perform any other duties, as requested by the Maintenance Supervisor, Executive Director or Designee.

## KNOWLEDGE, SKILLS & ABILITIES:

1. Must be a reliable, trustworthy person who is familiar with housing communities of the LCO Reservation.
2. Must demonstrate an ability to communicate effectively and maintain accurate records.
3. Must possess a physical agility that would permit climbing, lifting, carrying, or other strenuous physical activity.
4. Must participate in employment-related training as designated by the maintenance supervisor or Executive Director.
5. Ability to understand the importance of adhering to Housing Authority Policies and Procedures.

## QUALIFICATIONS & EXPERIENCE

1. High school diploma or equivalent.
2. Must possess a valid Wisconsin driver's license and be insurable through the Housing Authority's insurance carrier.
3. Must possess and demonstrate, by documented experience in submitted application and resume, the skills to perform the required work.
4. Prior experience in housing/building maintenance preferred.
5. All applicants subject to criminal background check and pre-employment drug testing.

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All applications will be screened for eligibility in accordance with this section and only those possessing the minimum qualifications will be interviewed. Application forms are available at the Lac Courte Oreilles Housing Authority.

The LCOHA will utilize preference points when considering an applicant for employment. ***It is the responsibility of the applicant to provide the necessary documents for the purpose of obtaining preferences. (Please see employment application.)***

*Preference in employment will first be given to qualified enrolled members of the Lac Courte Oreilles Tribe in accordance with the Personnel Policies and Procedures of the Lac Courte Oreilles Housing Authority.*