

**BLACKFEET HOUSING
JOB DESCRIPTION**

Job Title: Skilled Technician
Department: Maintenance
Reports To: Maintenance Supervisor

Summary of Work:

This position performs a variety of routine tasks to assist in production activities. Helps installation, maintenance, and repair workers in maintenance. Performs duties, such as furnishing materials and supplies to other workers; cleaning vacant unit areas and BH office areas.

Essential Duties and Responsibilities: Include the following.

- Loads and unloads items from dump truck.
- Lifts raw materials.
- Load, unload, or stack containers, materials or products.
- Maintain production or work records.
- Move or lift heavy objects.
- Mix paint, ingredients, or chemicals, according to specifications.
- Perform minor plumbing
- Perform minor carpentry
- Perform minor electrical
- Cut and repair glass and broken windows.
- Must adhere to Blackfeet Housing Vehicle Policy.
- Basic knowledge in operation of maintenance equipment.
- Observe work hours.
- Performs assigned duties.
- Demonstrates punctuality.
- Maintains accurate and timely records.
- Deals tactfully and courteously with the public.
- Adheres to strict confidentiality.
- Other duties as assigned.

Education/Experience:

- High School Diploma or GED equivalent required.
- Basic plumbing and carpentry techniques.
- Up to 5 years experience

Certificates, Licenses, Registrations:

- Must have a valid Montana Drivers License.

Human Contact:

- Daily contact with:
 - Maintenance Supervisor/Secretary.

-Occupancy department -Renovation department -Rental/Mutual tenants -
Community/Public

Language skills:

This position requires the ability to: communicate effectively orally and in writing; follow verbal and written instructions.

Mathematical skills:

N/A

Responsibility for equipment, records, or facilities:

- Must adhere to vehicle maintenance program.
- Hand tools and power tools. .

Financial Responsibilities:

- Budget project

Responsibility for safety of others:

- Personal/tenant/semi-skilled technician

Work of Others/Supervisoiy Responsibilities:

- Subject to supervise Semi-skilled Technician

Job environment/ hazards:

- Deal with irate individuals.
- Possible contact with hazardous materials.
- Encounter unsanitary conditions in units.
- Required to work in/out of the office setting.

Physical demands:

- Must be able to lift loads up to 65 lbs.
- Must be able to conduct all physical requirements with no existing conditions that will restrict you from job requirements.

Mental demands:

- Must be able to maintain sound judgment under stressful conditions.

Employee

Date

Supervisor

Date