



# Sioux Valley Dakota Nation

## Employment Opportunity

### Sioux Valley Housing Authority

#### Maintenance

#### Full-Time, Permanent

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**Position Summary:** The Housing Maintenance position shall enforce and adhere to the Sioux Valley Housing Authority Policy and ensure it is regularly reviewed.

**Position Duties:**

- Responsible for ensuring all maintenance of housing is completed in a timely manner
- Ensure both spring and fall home maintenance check on all units to identify maintenance needs
- Responsible for determining labour and materials costs for housing maintenance
- Responsible for ordering needed supplies by issuing a PO request to finance
- To be knowledgeable of the SVDN Laws and Policies
- Maintain maintenance supplies and inventory
- Responds accordingly to all resident maintenance calls, create work orders, assign the work order to contractor (if required) and follow up if needed, review and close out work order when complete.
- Maintain work order log to ensure no duplicate work orders created.
- Provide excellent customer service to residents throughout the entire maintenance process.
- Ensure semi-annual extermination and preventative maintenance of all homes and apartments.
- Ensure vacant homes are monitored and locks are changed the same day as move outs.
- Oversees and provides direction to maintenance contractors holding them accountable for the responsibility of their positions.
- Schedule all maintenance for electrical repairs such as: wiring, fuses, fixtures and sockets, and repair/install/service HVAC systems.
- Schedule all Plumbing- perform routine plumbing repairs such as: replace/repair/service water heaters, clear drain lines, replace broken pipes-worn out washers- gaskets and or faucets- and floats.
- Carpentry- perform routine carpentry repair such as: kitchen cabinets, window screens/glass, door locks, and plaster/drywall.
- Pest Control- perform semi-annual and as needed pest control services.
- Other unskilled tasks such as: interior and exterior painting, floor tile installation and repair, interior cleaning, lawn mowing, leaf raking, tree/shrub trimming, debris removal, snow removal, and other landscaping duties.
- Basic troubleshooting and routine maintenance.
- Recognize when specialized knowledge is needed.
- Other duties as assigned.

**Qualifications:**

- An above average knowledge of electrical, plumbing, carpentry, and mechanical systems, with specialized knowledge in at least one of the before mentioned areas.
- Valid Class 5 Driver's License.
- High school diploma or GED required.
- Technical training or extensive hands-on experience required.
- 2 years experience in rental maintenance and/or similar field preferred, with supervising preferred.
- Experience in home maintenance repairs.
- Evidence of ability to work effectively in a multi-task environment.
- Evidence of outstanding interpersonal skills.
- Evidence of exceptional oral skills and ability in written communication, i.e., correspondence and reports.
- The ability to perform their duties on a regular basis.

This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted. For full job description, please email [hrapplcation@svdngovernance.com](mailto:hrapplcation@svdngovernance.com) to request a copy.



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## Employment Opportunity

- Ability to carry out other tasks, perform physical labor, operate tools and machinery, and lift at least 80 lbs.
- Ability to work in wet, damp, hot, cold, or dusty places.
- Ability to stoop or kneel in order to gain access to work areas.
- Ability to work while standing for extended periods of time.
- Must be able to recognize and correct conditions which require maintenance work.

Submit Cover letter and Resume indicating Competition Number: 202441

Human Resources Department

Sioux Valley Dakota Nation

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