



## The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436  
Chiloquin, Oregon 97624

Phone: (541) 783-2219  
HR Fax: (541) 783-2836

OPEN: 04/28/23  
CLOSE: Until  
Filled

EXEMPT X  
NON-EXEMPT    

### POSITION DESCRIPTION

**POSITION:** HOUSING MAINTENANCE MANAGER

**RESPONSIBLE TO:** Housing Director

**SALARY:** Step Range: 20-31; Full Benefits  
Salary Range: \$48,327 - \$66,895  
Hourly Range: \$23.23 - \$32.16

**CLASSIFICATION:** Management/ Regular/ Full-Time

**LOCATION:** Klamath Tribes Administration  
501 Chiloquin Blvd.  
Chiloquin, OR 97624

**BACKGROUND:** Comprehensive Employment Level

### POSITION OBJECTIVES

The Housing Maintenance Manager is responsible for supervision of the Maintenance Technicians and Groundskeeper along with performing a variety of maintenance, safety and management tasks, including but not limited to, landscaping, basic plumbing, construction, carpentry, and may require irregular work schedule. Responsible for oversight of all installation, repair and upkeep of Housing units/dwellings.

This position is located in the Housing Department and requires someone who can work independently with minimal supervision to ensure timely, accurate and efficient work flow in accordance with office policies and procedures.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Delegate cleaning and maintenance tasks to Housing Maintenance staff. Provide backup when necessary.
2. Perform periodic, annual and preventive maintenance inspections in order to plan for regular maintenance and corrective action to prevent deterioration of buildings and property.

3. Develop, update and implement a written preventive maintenance plan and schedule for equipment, vehicles, buildings and grounds. Review and include preventive maintenance recommended by mechanical specifications and operational manuals.
4. Coordinate the requisitioning of tools, materials, and services to be delivered as specified times to conform to work schedule and in accordance to applicable policies and procedures.
5. Establish a system for maintaining and monitoring the following records: work order tracking system, including detailed labor, materials, contracts, and total cost; equipment service records; vehicle service records; building maintenance records; inventory records, property and equipment issued to maintenance staff and others.
6. Manage the process for vacant unit turnover, including pre-inspection, work plan and cost estimates, completion of work, final cost estimates, and coordinating ready for occupancy date.
7. Responsible for performing move-in Housing Quality Standard Inspections for the Rental Assistance Program and Annual Recertification inspections.
8. Responsible for performing Housing Quality Standard Inspections for the Low Rent Program and Annual Housing Inspections. Responsible for move-in and move-out Inspections for the Low Rent Program.
9. Establish a system for providing 24 hour on call emergency maintenance services.
10. Develop Standard Operating Procedures for the preventive maintenance that the Housing maintenance program is responsible for.
11. Responsible for scheduling daily maintenance tasks to be performed at Housing units/dwellings, as per subordinated position descriptions.
12. Responsible for scheduling removal of snow from sidewalks, driveways and pathways; weeding and lawn mowing as required at Housing units/dwellings.
13. Provide supervisory responsibilities for the Maintenance Technicians, Groundskeeper and occasional temporary employees. Establish work schedule and priorities, assign and review work. Personally, discuss the progress or the work and problem areas as they arise. Recommend employee status and other personnel changes. Approve leave. Evaluate performance. Identify training needs and ensure that training opportunities are provided. Resolve complaints or minor grievances and advise employee on matters related to less than adequate performance. Keep

employee informed of management policies and goals.

14. Manage the overall operation of the Housing Department maintenance program to ensure upkeep and security of all buildings and property.
15. Assist the Housing Director in preparing the annual budget for maintenance programs.
16. The incumbent will be called upon to accomplish other tasks within the scope of work.

### **SUPERVISORY CONTROLS**

Works under the immediate supervision of the Housing Director who provides general instructions. Work is assigned in terms of functional/organizational objectives. The supervisor assists with unusual situations, which do not have clear precedents.

Employee works independently, resolves problems on the basis of past precedents; exercises judgment in interpreting guidelines and applicability; ensures time lines are met.

Employee plans and carries out various stages of a project by selecting and using approved methods and techniques as appropriate.

Final drafts of most assignments are reviewed for quality and compliance with established policies and procedures.

### **KNOWLEDGE, SKILLS, ABILITIES**

Knowledge and ability to operate and maintain basic cleaning equipment, such as wet and dry vacuums, carpet shampooers, buffers and polishers.

Ability to maintain cooperative working relationship with supervisor, co-workers.

Ability to interact with all levels of management and with employees of tribal government.

Ability to work independently with minimal supervision.

Ability to lift and carry objects weighing up to 75 pounds.

Ability to perform tasks which require constant bending, stooping, stretching, lifting and walking.

Ability to plan and organize work using one's own initiative and to seek information and assistance from the supervisor as necessary, making decisions based on experience.

Ability to communicate orally and in writing. Incumbent must be able to express her/himself in a clear and concise manner for the purposes of correspondence, reports, and instructions, etc., as well as, for obtaining information or conveying messages.

Ability to establish and maintain an effective filing and records management system.

Knowledge and ability to operate power and hand tools.

Knowledge of building materials and cleaning solutions.

Ability to operate vehicles safely under all types of weather conditions and traffic situations.

Ability to make quick decisions and apply safety/security knowledge in emergency situations.

Ability to recognize and later describe persons or vehicles that may be involved in problems associated with safety and/or security.

### **SPECIAL REQUIREMENTS**

#### **Safeguarding Premises**

All reasonable precautions must be taken to prevent loss or damage to Tribal Buildings and Property. All offices should be inspected at the end of each cleaning period for fire hazard. Unnecessary lights shall be turned off, and outside windows closed and locked before leaving the building.

#### **Authorized Personnel**

During the course of work, the Janitor/Maintenance Worker shall not permit entry into the offices by anyone other than Tribal employees, authorized Tribal Committee Members during pre-arranged, scheduled meetings, or other persons on official business.

#### **Equipment/Supplies**

The Klamath Tribes will furnish all necessary equipment and supplies. Door keys will be provided as required for admittance after office hours. The Klamath Tribes will provide instruction for the disposal of trash and refuse.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*
- **REQUIRED** to an Associate Degree in related field **OR** relevant experience may be substituted, with three years of relevant work experience; or a combination of three years relevant education, experience, and training in related field may be substituted. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to have a minimum of one (1) year of supervisory experience.
- **REQUIRED** to have a minimum of one (1) year working experience in a building and mechanical field with emphasis in basic plumbing and carpentry, heating/cooling systems, and related trades.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to be willing and able to work an irregular schedule.
- **REQUIRED** to be in good health and good physical condition with ability to lift and carry objects weighing up to 75 pounds.
- **REQUIRED** to have basic knowledge of power and hand tools.
- **REQUIRED** to be willing to work indoors as well as outdoors in inclement weather conditions and temperature extremes.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

**Preferred Qualifications:**

- Two years of supervisory experience, preferred.

### **INDIAN PREFERENCE**

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

### **APPLICATION PROCEDURE**

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes  
ATTN: Human Resource  
P.O. Box 436  
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

**Please Note:** If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

<b>EMPLOYEE ACKNOWLEDGEMENT:</b>	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
<b>Employee (printed name)</b>	<b>Employee (signature)</b>