



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT **JOB TITLE:** Maintenance Repairer II

OPEN: April 08, 2024

EXEMPT: No

SALARY: \$22.00-\$24.99/hr. DOE

SHIFT: Day

LOCATION: Housing

DURATION: Regular Full Time

CLOSES: Until Filled

JOB CODE: 4430 S

DIVISION: Maintenance

DEPARTMENT: Maintenance

SUPERVISOR: Maintenance Procurement Manager

VACANCIES: 1

JOB SUMMARY: Maintenance and Repair Worker II is a mid-level non-management position within the Maintenance Department for Lummi Nation Housing Authority working under the general direction of the Maintenance/Procurement Manager. This position requires demonstrated competency in a variety of rudimentary repair and construction skills, and a medium amount of work experience. Maintenance and Repair Worker II will be responsible for completing all aspects of tasks that involve carpentry, plumbing, electrical, painting, cleaning, yard care, hauling, custodial services, etc. with minimal to no supervision. This job requires physical labor and the ability to complete tasks on-call, in potentially hazardous conditions, and/or in inclement weather. Maintenance and Repair Worker II must also be able to prepare, and process work orders, keep accurate logs and records, maintain inventories, and prepare written status reports as needed. Level 2 is the mid-level position for this category and will have opportunities to graduate into level 3 over time with proven skill level and reliability.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Maintaining clean, safe, and comfortable living arrangements for LNHA tenants by providing reliable maintenance services.
2. Complete a variety of internal and external maintenance, repair, and minor construction projects following all safety protocols and in a timely manner with minimal to no supervision. (i.e.: completing work orders, turn arounds, inspections, etc.)
3. Prepare necessary documentation (i.e., work orders, turnaround cost), and keep accurate logs, records, and written status reports as required.
4. Ability to troubleshoot minor maintenance problems and make informed decisions on which vendor to call if one is needed.
5. Maintain the LNHA Maintenance shop, equipment, Maintenance Inventory, and maintenance vehicles in good working order (clean, functional, and organized).
6. Inspect homes for move-ins, move-outs, or other scheduled inspections as assigned and observe the premises for any needed preventative maintenance or damages in need of repair.
7. Assist LNHA tenants with their maintenance needs both during shift AND during assigned On-Call periods.
8. Assist in mentoring Maintenance Repairer 1 personnel.

9. Interior work and repairs such as minor carpentry, plumbing, electrical, HVAC Systems, cleaning, painting, locksmithing and other custodial tasks.
10. Exterior work and repairs such as siding, exterior painting, gutter and drainage repair, yard work, hauling, moving furniture, seasonal weatherization, or fence repair.
11. Assist M/P *Manager* with all scheduled inspections including move-in and move-out inspections.
12. Prepare work orders, daily activity logs, weekly activity reports, Maintenance Shop equipment logs, and other paperwork associated with completion of work and expenditures.
13. Report all emergency maintenance needs to the M/P *Manager*.
14. Troubleshoot small maintenance issues and problem-solve.
15. Conduct oversight, cleaning, and minor repairs on LNHA Maintenance vehicles daily.
16. Respond to on-call requests for maintenance and assistance in a timely manner.
17. Other duties may be assigned as needed.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 3 years' experience in the operation of various construction hand and ground tools.
- 3 years' work experience in the areas of carpentry, plumbing, electrical, or remodeling residential structures.
- 3 years' work experience remodeling residential structures (from demo to finish work) or 3 years' experience inspecting, repairing residential or commercial structures and its systems.
- 1 year experience with Computers (using Word, One Note, and HDS).
- 1 years' experience working with various heavy machinery (such as tractors, scissor lifts, mini excavators)
- Possession of a valid Washington State Driver's License.
 - Must be eligible to be insured by LNHA's Insurance Policy to operate a Tribal Vehicle
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Demonstrated ability to complete maintenance tasks as instructed and with minimal supervision after training.
- Demonstrated knowledge of LNHA Policies and Procedures.
- Knowledge of proper safety protocol when using tools and conducting maintenance work.
- Ability to work outdoors and in inclement weather or under hazardous circumstances.
- Good interpersonal skills – able to interact with coworkers and tenants in a pleasant and respectful manner.
- Ability to lift and carry minimum 35 lbs.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires Criminal Background Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or

certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226.
Human Resource Fax number: 360-380-6991.