



JOB ANNOUNCEMENT

JOB TITLE:	HOUSING MAINTENANCE/TECH 1
DEPT:	HOUSING
SUPERVISOR:	HOUSING MAINTENANCE SUPERVISOR/ OR LEAD
CLASSIFICATION:	SERVICES
HOURS:	FULL-TIME
PAY RANGE:	DEPENDS ON QUALIFICATIONS (DOQ)
FILING DEADLINE:	OPEN UNTIL FILLED

GENERAL DESCRIPTION: The primary function of this position is to assist with the general residential maintenance and the general groundskeeping, including brush and blackberry removal and snow and ice removal in the Tribe's on reservation residential area and the Tribe's Hulbush housing property.

APPLICATION INSTRUCTIONS:

Please submit letter of interest, resume, and tribal employment application to hr@upperskagit.com with the subject line "**Housing Maintenance/Tech 1**", or mail "Attn: HR Recruiter" at Upper Skagit Indian Tribe, 25944 Community Plaza Way, Sedro-Woolley, WA 98284, or hand-deliver to reception at the above address, Monday-Friday, 8 am – 4:30 pm. Applications can be downloaded from the Tribe's website: <https://upperskagittribe-nsn.gov/content/Employment-Application-USIT-fillable.pdf>.

Applicant must meet minimum qualifications to be considered.

MINIMUM QUALIFICATIONS:

1. Must be twenty-one (21) years of age or older.
2. High School Diploma with one year comparable work experience. AA degree or at least one year college level with one year comparable work experience preferred.
3. Must have general basic knowledge of residential and grounds maintenance and be familiar with basic tools or equipment to perform the maintenance functions.
4. Must have general basic knowledge for the use, maintenance and safety requirements for weed eaters, brush cutter and lawn mower and ladder or scaffolding etc.

5. Must be able to make basic math calculations.
6. Must be able to communicate clearly and communicate in either verbal or written form if required.
7. Must have demonstrated knowledge of cleaning and sanitizing techniques and skill in the safe use and storage of chemicals/solvents and equipment necessary to maintain the established safety and quality standards.
8. Must be willing to attend training sessions when necessary.
9. Must have documented training or be able to complete required training within 6 months of employment and on the proper methods to access and interpret Material Data Sheets (MSDS) for the proper use, disposal, risks, precautions and remedies of exposures related to hazardous materials.
10. Must have documented and must maintain Blood Borne Pathogens Certification or be able to receive certification within ninety (90) days of employment.
11. Must be able to climb size-approved ladder for gutter cleaning, painting and other duties as assigned.
12. Must possess physical stamina and mobility, including the ability to stoop, kneel, twist, reach, grip, lift, push, and pull.
13. Must be willing to occasionally work nights, early mornings and weekends as weather condition require.
14. Must be willing to work in outside weather conditions, including inclement weather conditions.
15. Must possess the ability to spend extended periods of time walking, standing or sitting.
16. Must demonstrate the ability to follow directions and be able to complete tasks in a timely fashion.
17. Must be able to work independently or as part of a team.
18. Must become familiar and comply with departmental standard operating procedures and safety protocols.
19. Must be able to lift and carry at least 50 pounds and physically able to perform this position's required tasks in a safe and secure manner.
20. Must be able to work a flexible non-traditional schedule when and as necessary.
21. The candidate must have a valid Washington State driver's license with no restrictions. The candidate must also be insurable to operate tribal vehicles.
22. Must be able to pass a criminal background including no felony charges or misdemeanor charges involving theft or burglary.
23. Must pass a pre-employment drug test.

The Upper Skagit Indian Tribe can change the position description at any time. This position is subject to the preference policy of the Upper Skagit Indian Tribe.

The statements contained herein reflect general details as necessary to describe the principal function of the job, the level of knowledge and skill typically required, and the scope of responsibility. However, these should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in different functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. This is an at-will position.