

**Job Opening Advertisement**

**Position: Skilled General Housing Maintenance**

The Utah Paiute Tribal Housing Authority (UPTHA) is advertising an opening for a UPTHA Rental Property Specialist. (See attachment for specific Duties and Responsibilities).

## Open: Until Position is Filled

**Closes: Position is Filled**

Each application package should contain the following:

1. **Cover Letter**
2. **Resume**
3. **Completed UPTHA Application**

To request an application, contact the receptionist, Goldie Wall at (435) 586-1122.

Please direct any questions to (435) 586-1122, Ext # 112. Applications may be dropped off at the housing authority building at 565 N 100 E Cedar City, faxed at (435) 586-0896, or emailed to ajimenez@utahpha.org.

April Jimenez

Human Resource Specialist

Attachment:

Low Rent Specialist - Duties and Responsibilities

**Job Title: Skilled General Housing Maintenance**

**Reports to: Maintenance Supervisor**

**Beginning Wage: $22.00-25.00 per hour Based on Experience**

The Utah Paiute Tribal Housing Authority (UPTHA) in Cedar City, Utah is seeking applicants for the position of Skilled Maintenance Worker. UPTHA is a tribally designated housing entity that provides housing assistance to members of the Paiute Indian Tribe of Utah. Manages and Maintains 164 rental units.

**General Requirements:**

1. High School Graduate/GED

2. Valid Utah Driver License (CDL a plus) with no more than 1 moving violation in past 3 years

3. Must pass a drug and alcohol screening test and background investigation

4. Must be able to regularly lifting, carrying, pushing or pulling 100 pounds maximum

5. Must be able to work in extreme work environments (i.e. cold, hot, dusty, etc.).

6. Must be able to safely demonstrate the use of hand and electrical tools.

7. Must be able to demonstrate safe operation of company vehicles and equipment.

8. Demonstrate the use of a desk top computer and IPAD for maintenance and/or unit inspections, work times and other simple operations

9. Customer Service Skill set working tenants on a daily basis.

10.Proof of skilled maintenance career with certifications, trainings, etc.

11. Must have understanding of the Native American culture and the Paiute Indian Tribe.

**General Maintenance Personnel are required (and must demonstrate) to do the following:**

**Plumbing:**

Change out toilet, Repair or replace faucets/shower heads, Install dishwashers, Change out and/or repair water heaters, Repair all outside taps, Repair Sprinkler systems including heads & valves

Set Sprinkler Timers, Perform Landscaping maintenance & ground work as assigned, Perform other minor plumbing repairs, Repair p-traps and Clean out clogged sewer lines

**Electrical**

Change out light fixtures, Wall Plugs, Switches, GFI’s, Change-out Breakers, Perform other minor electrical repairs

**General Maintenance**

Repair and finish sheetrock holes, Spray paint, brush and roll-on paint, caulk & putty, Hang cabinets & cabinet doors, Repair cabinets & Shelving and Floor repair, Install pre-hung doors, Fit and install trim items such as doors, stairs, moldings & hardware, Complete & submit work orders, Change out dead bolts & door knobs. In addition, Repair and replace fencing, Tree Trimming, Take orders and stay on task, Practice driver safety at all times, Approach work with honesty and integrity, Participate in “on-call” service, Other duties as assigned

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

## Indian Hiring Preference

Under the Indian Hiring Preference Act, the Utah Paiute Tribal Housing Authority (UPTHA) gives preference to qualified American Indian/Alaska Native applicants.

**Submit Cover Letter, Application, and Resume to:**

**Utah Paiute Tribal Housing Authority**

**Attn: April Jimenez, Human Resources**

**565 North 100 East**

**Cedar City, Utah 84721**

**Email: ajimenez@utahpha.org**

**Fax: (435) 586-0896**

**Applications can be picked up at the address listed above.**

*The Utah Paiute Tribal Housing Authority is an equal opportunity employer, subject to the federal laws, regulations and policies requiring or allowing Indian Preference.*