



Lac Courte Oreilles Housing Authority
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Hayward, WI 54843
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JOB POSTING

LOCATION: Lac Courte Oreilles Housing Authority
JOB TITLE: Maintenance Supervisor
SALARY: Based on Experience
POSTING DATE: February 4, 2021
CLOSING DATE: February 18, 2021
DEPARTMENT: Maintenance

REPORTS TO: Executive Director

JOB SUMMARY:

This position requires the individual to direct the work activities of the LCO Housing Authority Maintenance Department. The employee is expected to perform all types of maintenance, including but not limited to; plumbing, heating, flooring, electric and carpentry.

SUPERVISORY RESPONSIBILITIES:

Directly supervise employees of the Maintenance Department. Carry out supervisory responsibilities in accordance with the organization's policies and procedures.

Responsibilities include assisting management with interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; disciplining employees and addressing complaints and resolving problems.

DUTIES AND RESPONSIBILITIES:

1. Perform all duties in a courteous and pleasant manner.
2. Efficiently prioritize and properly assign work order and other requests to supervised personnel in accordance with maintenance policy.
3. Complete all work orders in a timely manner and ensure that any tenant charges are posted to their accounts.
4. Prepare and submit maintenance personnel timesheets.
5. Ensure procurement policies are followed when preparing requisitions for the purchasing of goods and services.
6. Responsible for ensuring that essential maintenance material is in stock.
7. Supervise the maintenance repairs needed to repair vacant units.
8. Ensure the upkeep of lawn care maintenance, including; housing authority administration buildings, elderly units and community property.
9. Develop and maintain a schedule for preventive maintenance, including maintenance required by warranties and operating manuals.
10. Maintain accurate records in order to provide input in maintenance budgeting.
11. Ensure that maintenance personnel receive necessary job related trainings.
12. Responsible to maintain a clean and organized work area.
13. Maintain strict confidentiality with regards to tenant files and information.

14. Perform maintenance work as well as supervise work when required.
15. Perform all other duties as may be assigned by the Executive Director or Designee.

KNOWLEDGE, SKILLS & ABILITIES:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be a reliable, trustworthy person who is familiar with housing communities of the LCO Reservation.
2. Must demonstrate an ability to communicate effectively and maintain accurate records.
3. Must possess a physical agility that would permit climbing, lifting, carrying, or other strenuous physical activity.
4. Must participate in employment-related training as designated by the Executive Director.
5. Ability to conduct research, write reports and provide statistical data related to the Maintenance department.
6. Ability to understand the importance of adhering to Housing Authority Policies and Procedures.

QUALIFICATIONS:

1. High School Diploma or equivalent, relevant college courses preferred. ***All degree and experience related information must be documented and included with application and resume.***
2. Must possess and demonstrate, by documented experience in submitted application and resume, the skills to perform the required work.
3. Prior experience in housing/building maintenance preferred.
4. Prior computer experience
5. Must possess a valid Wisconsin driver's license and be insurable through the Housing Authority's insurance carrier.
6. All applicants subject to criminal background check and pre-employment drug testing.

All applications will be screened for eligibility in accordance with this section and only those possessing the minimum qualifications will be interviewed. Application forms are available at the Lac Courte Oreilles Housing Authority.

The LCOHA will utilize preference points when considering an applicant for employment. ***It is the responsibility of the applicant to provide the necessary documents for the purpose of obtaining preferences. (Please see employment application.)***

Preference in employment will first be given to qualified enrolled members of the Lac Courte Oreilles Tribe in accordance with the Personnel Policies and Procedures of the Lac Courte Oreilles Housing Authority.

(Updated - February 2021)