

Ute Indian Tribally Designated Housing Entity

Job Description

TITLE: **Maintenance Worker**

SUPERVISOR: **Maintenance Supervisor and/or UITDHE Executive Director**

RESPONSIBILITIES:

Responsible for the upkeep and landscape maintenance and grounds work at all low-rental units:

- Turnkey
- Foothill
- LaMesa
- Randlett
- Whiterocks
- Sunshine
- Myton

Responsible for upkeep at the UITDHE Office, Senior Citizen rental units, and Maintenance Warehouse.

DUTIES:

- Perform his/her duties in a courteous and pleasant manner.
- Must have strong Customer Service Skills.
- Performs preventive maintenance work as assigned by the Maintenance Supervisor and/or UITDHE Executive Director.
- Must complete all Work Orders assigned by Maintenance Supervisor and/or UITDHE Executive Director.
- Maintain a daily log for day-to-day activities.
- Perform minor electrical repairs, switches, outlets, appliances and circuits.
- Perform minor plumbing work, fix faucets and repairs leaks, furnaces.
- Perform damage repair or replacement of broken glass, broken screens and broken locks.
- Perform interior and exterior painting as assigned by Maintenance Supervisor.
- Perform extermination services as assigned by Maintenance Supervisor and/or UITDHE Executive Director.
- Required to participate as a 'On-call' personnel emergency service to UITDHE on rotating bases for the weekends / holidays as designated by the Maintenance Supervisor.
- Must be Alcohol & Drug Free and able to pass a Drug test. *(UITDHE is a Drug Free Workplace).*

- Must be willing to go on training, if needed.
- Work directly with the shop and maintenance foreman.
- Perform other duties as assigned by the Maintenance Supervisor.

EXPERIENCE, QUALIFICATIONS AND KNOWLEDGE:

Must have knowledge/experience in the following areas: Basic computers, Carpentry, Plumbing, Electrical work and Furnace(s). Provide certificates/licenses (training received or workshops attended relevant to job description). Must have a High School Diploma or G.E.D

NECESSARY REQUIREMENTS:

Must possess a Valid Utah Driver license (*Proof of DMV Driving Record*)

Must be able to obtain a Tribal Drivers License and become eligible for coverage under UITDHE fleet Auto Insurance

Ability to communicate both in Ute and English (*optional*)

Must be willing to work 40 hours per week

SALARY:

Negotiable

APPLICATION PROCEDURE:

UITDHE Applications may be picked up and returned directly to the UITDHE office.
(*Only UITDHE application will be valid, all other applications will not be accepted*)

Please submit applications before **5:30 p.m.** on closing date.

**Ute Indian Tribally Designated Housing Entity
Uintah and Ouray Reservation**

Position: Security Officer

Status: Full Time / Permanent

Supervisor: Security Supervisor

Salary: Depending on Experience & Background

Occupancy Manager/Executive Director

DUTIES AND RESPONSIBILITIES:

All activities will be corresponding thru the Security Supervisor such as: Written Reports, Daily Incident Reports, Weekly Activities Report, Narrative and Statistical Reports (as required). Patrol all current Ute Indian Tribally Housing residences with emphasis on Low Rent Units and housing resources to assure that all current agreements are adhered to, through the procedural process. Must have the ability to carry and enforce Rules and Regulations regarding Housing and other applicable rules. Willing to take on additional duties as assigned.

Specific Duties include the following:

- Will report any violations to the proper Law Enforcement personnel
- Responds and Assist to calls pertaining to Low Rent Units and Mutual Help Homeowners
- Familiar with existing, revised and new applicable State, Federal and Tribal Codes and Ordinances
- Work in conjunction with local BIA Law Enforcement, Ute Tribe Security, Emergency Medical and State Law Enforcement personnel when requested to assist
- Will participate and coordinate Security activities with the Ute Tribe Security, BIA Law Enforcement and other Law Enforcement Agencies

MINIMUM QUALIFICATIONS:

- Knowledge of the customs and traditions of the Ute Indian Tribe
- Strong Customer Service Skills
- Ability to communicate and deal effectively with the Tribal Membership residing on the Uintah and Ouray Reservation
- Ability to demonstrate and enforce security for Low Rent Tenants
- Must demonstrate the ability to communicate with Tribal and Government Officials and along with all Law Enforcement Officials.
- Will demonstrate a working relationship with employees and the general public

EDUCATION AND QUALIFICATION:

- High School Graduate. Must be 21 years of age
- 1-2 years working in Law Enforcement
- **Indian Preference will be exercise**
- Subject to Random Drug Test (UITDHE is a DRUG FREE Workplace)
- Physical Examination including current Immunization (Hepatitis A/B & Tetanus Shot)
- CPR /FIRST AID
- Background Check
- Bond Ability
- Must be able to obtain and maintain a Ute Tribe License. To qualify applicant must have a Valid Utah Drivers License and submit a copy of Driving Record
- Must meet eligibility for coverage under IHA fleet auto insurance