



Utah Paiute Tribal Housing Authority

565 North 100 East • Cedar City, Utah 84721 • (435) 586-1122

Job Opening: General Maintenance Worker

Opening Date: September 15, 2017

Closing Date: September 28, 2017 at 5:00 pm

Department: Housing Maintenance

Supervisor: Maintenance Supervisor

Status: Full-Time, Hourly Wage

Location: 565 North 100 East, Cedar City, Utah 84721

Beginning Salary: \$15.00 per hour Based on Experience

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

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 50 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 for work times and other simple operations

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
- 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
- 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.
- 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 essential 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.

Submit Cover Letter, Application and Resume and copies: Utah State Driver License, Authorization to work in the United States and Proof of Indian Preference (If applicable) to:

Utah Paiute Tribal Housing Authority
Attn: James Emery, Executive Director
565 North 100 East
Cedar City, Utah 84721
Email: jcemery763@gmail.com
Fax: (435) 586-0896

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