



**P.O. Box 677  
17547 First St.  
La Conner, WA 98257**

---

## **Swinomish Housing Authority Seasonal Maintenance Laborer Job Description**

### **Position Summary:**

This type of work involves the performance or semi-routine and diversified duties in connection with repairs to and maintenance of buildings and grounds requiring many skills found at the journeyman level such as carpentry for woodwork repairs, minor plumbing repairs, electrical switches, stoves, and refrigerators: windows, doors, and other wood materials, mechanical equipment (e.g., snow blowers, power mowers, hedge clippers), and in carrying out a full set of maintenance duties, may be required to work under hazardous and adverse conditions such as sleet, snow, heat, cold, dust and dirt.

### **Principal Duties:** (A given incumbent may/may not perform of the following duties.)

- Independently performs a wide range of building and grounds repairs and maintenance functions, calling for physical exertion frequently.
- Repairs plumbing fixtures and pipes such as toilets, sinks, drains, valves and controls.
- Repairs burner controls and switches, rewires electric ranges, and performs minor electrical work on refrigerators.
- Repairs or replaces electrical switches, outlets, lighting fixtures, circuit breakers, fuses, at al.
- Repairs windows, doors, doorframes, locks, mailboxes.
- Repairs alarm systems, including controls.
- Repairs mechanical equipment, such as snow blowers, power movers, hedge clippers, and other pieces generally used by the maintenance force.
- Orders materials, supplies, and equipment for own purposes and for others working on team, and may lift heavy objects into place.
- Inspects housing units for maintenance work to be done, usually because of a tenant request or work order.
- Carries out preventive maintenance and SHA's regular repair program for buildings and fixtures and other Swinomish Housing Authority property.
- Uses a wide range of hand tools and equipment such as drills, hammers, electrical testers, hand and power saws, cutters, plungers, wire brushes, etc.
- Performs a number of grounds keeping tasks: trimming, mowing, planting.
- Performs other related duties of the class, as required.

### **Supervision Received:**

An incumbent normally receives only general supervision from a superior, whom may be the Maintenance Manager, Maintenance Supervisor, or Executive Director. The incumbent carries out work assignments after being provided with a work schedule, determine own work methods and techniques for accomplishing. Supervisor spot checks work while in progress and upon completion for acceptability.



**P.O. Box 677  
17547 First St.  
La Conner, WA 98257**

---

**Supervision Given:**

None

**Knowledge, Skills and Abilities:**

- No other outside employment;
- Working knowledge of and skills in plumbing, electricity, heating, carpentry, painting, and mechanical equipment.
- Ability to perform building maintenance tasks of varying difficulty independently.
- Knowledge of tools and methods to be used in a wide range of building maintenance work.
- Knowledge of occupational hazards and safety measures.
- Ability to direct the work of others, such as laborers and aides.
- Ability to understand and carry out oral and written instructions.
- Ability to maintain acceptable working relationships with co-workers.
- Ability to work in hazardous and adverse conditions, such as sleet, snow, heat, cold, dust, and dirt, as well as cramped quarters and high places.
- Ability to lift heavy objects into and out of trucks, or other carriers.

**Employment Conditions:**

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to SHA employees. Employees in this classification are considered non-exempt. Consistent with practices on federally recognized Indian Tribes, Native American hiring preference will apply. All offers of employment are contingent on the successful completion of a drug and alcohol screening. A successful applicant must meet minimum standards of character based on a background check. SHA will serve as the hiring committee.