



## STANDING ROCK HOUSING AUTHORITY

1333 92<sup>nd</sup> Street, P.O. Box 769  
Fort Yates, North Dakota 58538  
Telephone: (701) 854-3891  
Fax: (701) 854-3855



### **RE-ADVERTISEMENT**

**All previous Applicants do not need to re-apply**

POSITION: MAINTENANCE SPECIALIST (ND)

LOCATION: Standing Rock Housing Authority  
North Dakota Maintenance – Fort Yates, ND

Opening Date: October 04, 2024, Closing Date: October 17, 2024.

Rate of Pay \$19.94 per hour + Benefits

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#### **JOB PURPOSE:**

This position is to do Housing Maintenance work for all Standing Rock Housing Authority (SRHA) Units, which include Repair and/or Demolish Interior of Units, Sheetrock/Drywall, Insulation, Flooring, Carpentry Work, Plumbing, Heating, HVAC, Electrical, Painting & Masonry Work. Coordinating vacant & remodeled units with all the Departments that are involved such as Resident Services, Occupancy, Procurement and Security.

#### **Duties & Responsibilities:**

Performs Maintenance on all SRHA units as assigned in accordance with guidelines including manufacturer's instructions.

Performs Carpentry work such as: Repair or Replace Drywall, Patch, Texture & Paint, Floor Tile repairs, Interior & Exterior Doors, Screen Doors, Windows & Screens, Cabinets for Kitchen/Bathroom & Steps or Handicap Ramps.

Repair or Replace Appliances (Kitchen Stove/Refrigerator/Hot Water Heater and or Furnace, plumbing parts, Electrical Outlets, Light Fixtures, Thermostats as required.

#### **Knowledge, Skills & Abilities:**

Must have knowledge in the following: Maintenance of Housing Units Repair/Demolish Rehabilitation, Carpentry Work, Furnace, Hot Water Heater, Plumbing, Sewer Repairs, & Electrical Work.

Must be able to maintain a good Time & Attendance Record, works independently with or without Supervision, works cooperatively with Co-Workers, Process & Submit Work Orders and Reports, Report all Lease Violations such as Unsanitary or Infestation.

Must be able to do "ON-CALL" with rotating shifts in the evenings or weekends. Attending all staff meetings and training courses.

**Qualifications:**

- Must have experience and knowledge of Maintenance work of units.
- High School Diploma or GED Equivalent.
- Must have a valid driver's license and be eligible under SRHA Auto Insurance Policy.
- Must be physically able to lift/carry in the 50lb range, stoop/bend/climb pertaining to job.

**NOTICE**

**Applicants are subject to Alcohol & Drug Testing, failure to adhere to the Testing will result in revocation of job offer.**

**"All Incomplete Applications will not be considered."**

**Submit SRHA Applications to:**

SRHA Human Resources Department  
P.O. Box #769  
Fort Yates, North Dakota 58538