



Title: Property Maintenance Technician
Location: Catawba Indian Reservation
City/State: Rock Hill, SC

A. Job Summary

This type of work involves the performance of semi-routine and diversified duties connection with repairs and maintenance of buildings and grounds requiring many skills found at the journeyman level such as carpentry for woodwork repairs, minor plumbing repairs, electrical, small appliances and painting work. An incumbent is also expected to have knowledge of and manual skills in repairing such items as plumbing and heating valves/pipes, electrical switches, stoves, refrigerators, windows, doors, and other wood materials and mechanical equipment. In carrying out a full set of maintenance duties, it may be required to work under adverse conditions such as rain, sleet, snow, hail, cold, dust and dirt.

B. Principal Duties

1. Independently performs a wide range of building and grounds repairs and maintenance functions, calling for physical exertions frequently.
2. Repairs plumbing fixtures and pipes such as toilets, sinks, drains, valves, and controls.
3. Digs ditches and holes to uncover leaks, and once found, repairs leaks to pipes and valves.
4. Repairs burner controls and switches, and rewires electric ranges, and performs minor electrical work on refrigerators.
5. Repairs or replaces electrical switches, outlets, lighting fixtures, circuit breakers, fuses, etc.
6. Repairs windows, doors, door frames, locks and mailboxes.
7. Repairs mechanical equipment, such as power mowers, hedge clippers, weed-eaters, and other pieces generally used by the maintenance force.
8. Request materials, supplies, and equipment for own purposes and for others working on team, and may lift heavy objects into place.
9. Inspects housing and apartment units for maintenance work to be done, usually as a result of a tenant request or work order.
10. Annual renewal inspections on all units (houses and apartments) and inspections on new applicants move in housing report.
11. Plans and carries out preventive maintenance and regular repair program for buildings, fixtures and other ISWA Property.
12. Uses a wide range of hand tools and equipment such as drills, hammer, pliers, electrical testers, hand and power saws, cutters, plungers, threaders, wire brushes, etc.
13. Performs a number of grounds-keeping tasks: trimming, mowing, planting, weeding, etc.
14. Perform other related duties of this class, as required.
15. Maintains a professional, courteous, knowledgeable and helpful attitude with the Residents and fellow employees.
16. MUST be honest and truthful in all communications with the ISWA Executive Director, Property Maintenance Supervisor and staff.

C. Supervision Received

An incumbent receives supervision from the Property Maintenance Supervisor. The incumbent carries out work assignments after being provided with a work schedule. Incumbent generally works independently or with the Property Maintenance Supervisor.

D. Supervision Given

An incumbent may provide work direction and guidance to a small number of laborers, assistants, and/or other maintenance mechanics at the discretion of the Maintenance Supervisor and/or Executive Director.

E. Qualifications

1. Working knowledge of and skill in applying knowledge in appliance, plumbing, electricity, heating, carpentry, painting, and mechanical equipment.
2. Ability to perform complicated building maintenance tasks of varying difficulty independently.
3. Knowledge of tools and methods to be used in a wide range of varying difficulty independently.
4. Knowledge of occupational hazards and safety measures.
5. Ability to direct the work of others, such as laborers and aides.
6. Ability to understand can carry out oral and written instructions.
7. Ability to maintain acceptable working relationships with co-workers.
8. Ability to work in adverse conditions, such as sleet, snow, heat, cold, dust and dirt, as well as cramped quarters and high places.
9. Ability to lift heavy objects into and out of trucks, or other carriers.
10. MUST have a valid and unrestricted South Carolina Driver's License and appropriate endorsement for all vehicles required operating in the performance of duties.
11. MUST pass a South Carolina Vehicle Report and be able to be insured by ISWA's driver insurance carrier.
12. MUST maintain the highest level of confidentiality on all matter pertaining to the present and perspective tenants of the Catawba Indian Nation.
13. Background checks and drug screening are requirements for employment.

F. Education and/or Experience

1. MUST be at least 18 years of age with a high school diploma or a GED.
2. MUST have one or more of the following: Certificates in HVAC, Small Appliances, Electrical, Plumbing, or Housing Inspections (HUD).
3. MUST be willing to obtain additional certificates as needed.
4. MUST have prior work experience in the Property Maintenance field.

G. Company Overview

The mission of ISWA Development Corporation is to develop and promote programs which result in providing safe, decent and affordable housing for low to moderated income tribal members. It is also ISWA Development Corporation's mission to improve the quality of life for tribal members by developing an environment that not only provides housing but related services. ISWA Development Corporation assists its tribal members as resources allow.

H. Location

ISWA Development Corporation is located at 2919 Sturgis Road, Rock Hill, SC 29730. This position requires working at various ISWA properties as well as in the office.

I. Type of Employment

This position is a full time position.

J. Pay Range

Salary will range between \$12.00-\$18.00 per hour depending on qualifications and experience.

Background checks and hair drug screenings are requirements for employment. ISWA Development Corporation exercises INDIAN PREFERENCE. Native American preference shall apply to this position pursuant to the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25CFR 271.44 and other relevant laws (title 25, U.S. code, Section 472 & 473).

Post Date: November 16, 2016-Closing Date: Until Filled

Resumes can be mailed to PO Box 12158, Rock Hill, SC 29730, emailed to angel_iswa@comporium.net or brought to the offices of ISWA Development Corporation located at 2919 Sturgis Road, Rock Hill, SC 29730.