

**WINNEBAGO HOUSING AND DEVELOPMENT COMMISSION
P.O. BOX 671
WINNEBAGO, NE 68071**

POSITION DESCRIPTION

Title: Maintenance Worker & 1 Temp Worker	Status: Full-time Regular
Supervisor: Maintenance Supervisor	Wage: Negotiable
Department: Maintenance	Funding Source: Operations

GENERAL RESPONSIBILITIES: To perform routine repairs to WHDC units. To perform preventive maintenance to said units when assigned, to assist in other job-related assignments. To follow directives of the senior Maintenance Worker and/or the Maintenance Supervisor.

SPECIFIC RESPONSIBILITIES:

1. To repair or replace all plumbing fixtures, unclog drains, repair leaks
2. To repair or replace electrical outlets, switches, breaker boxes & circuits
3. To repair or replace furnace parts
4. To repair or replace windows, screens, doors & locks
5. To perform lawn care, snow removal & landscaping. Cutting & hauling away fallen branches
6. To repair or replace cabinets as assigned, as well as drywall damages, finish carpentry, door trim & floor trim
7. To repair masonry as needed
8. To repair or replace stoves, refrigerators and water heaters
9. To paint the interior walls of a unit and/or the exterior siding of a unit
10. To repair or replace floor covering of units
11. To remove all abandoned furniture and/or personal belonging when necessary
12. To conduct inspections of units to meet requirements of policy and at move in and move out and for warranty issues.
13. To attend training as directed by supervisor or administration
14. Repair and replace roofing
15. Repair and replace gutter work
16. Repair and replace siding
17. Mold evaluations
18. Installing air conditioners & take out for seniors
19. Boarding up empty units, tarring vent streaks on roofs & repairing underground water lines
20. Snow removal as needed

QUALIFICATIONS:

1. Indian Preference shall apply
2. High School graduate minimum
3. **Valid driver's license** and acceptable to our insurance carrier
4. Stable work record

Closing Date: November 10, 2023