



# Spirit Lake Housing Corporation

PO Box 187  
Phone 766-4131 Fax 766-4843  
Fort Totten, North Dakota 58335

## JOB ANNOUNCEMENT

**Position Title:** Maintenance Person  
**Opening Date:** Friday, January 24, 2020  
**Closing Date:** Open until filled  
**Salary:** D.O.Q.

### SUPERVISOR

Under the direct supervision of the Maintenance Supervisor

### DUTIES AND RESPONSIBILITIES

- Perform duties in a courteous and pleasant manner.
- Perform minor electrical repairs, i.e. switches and outlets, appliances, circuits.
- Performs minor plumbing work i.e. unstop drains, fix faucets, repair leaks.
- Perform damage repair; replace broken glass, broken screens, replace broken door knobs.
- Perform landscape maintenance, and grounds work as assigned by supervisor.
- Perform custodial work; clean common areas, clean vacated units.
- Perform other duties as assigned.
- Complete and submit workorders.
- Perform preventive maintenance work as assigned by the supervisor.
- Performs move-in, move-out, annual maintenance warranty, and other housing duties as required.
- Participate in stand-by emergency service to provide constant coverage.
- Other duties as assigned by Maintenance Supervisor.
- On call duty. (after hours, holidays, etc.)

### QUALIFICATIONS:

- Minimal experience in the construction or maintenance of building, electrical, carpentry, plumbing and mechanical trades work. Such as roofing, sheetrocking, tape and texturing and knowledge of furnace repair.

### REQUIREMENTS

- High School graduate or GED.
- Must possess a valid North Dakota Drivers License that can be insurable by the Spirit Lake Housing Corporation's insurance policy.
- Must take a pre-employment drug test to be scheduled by the Spirit Lake Housing Corporation.
- Must be physically able to perform duties assigned.
- Must have a home phone or cell phone.

***APPLICATIONS MAY BE PICKED UP AND RETURNED TO  
THE SPIRIT LAKE HOUSING CORPORATION  
NO LATER THAN THE ABOVE DATE AND TIME.***

**PLEASE ATTACH ALL DOCUMENTATION TO YOUR APPLICATION**