

## **POSITION DESCRIPTION**

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<b>POSITION:</b>	<b>Maintenance Worker (Part-time)</b>	<b>LICENSED: No</b>
<b>DEPARTMENT:</b>	<b>Bay Mills Housing Authority</b>	<b>Grade: 8</b>
<b>REPORTS TO:</b>	<b>Maintenance Supervisor</b>	<b>STATUS:Non-exempt</b>

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### **POSITION SUMMARY:**

The position is responsible for the completion of the daily scheduled and unscheduled maintenance of the department's facilities, systems and equipment and housing stock in an efficient and timely manner. Performs any combination of the following duties to maintain and repair the property of the Bay Mills Housing Authority using a variety of machines, tools, and equipment; receives written work orders or verbal instructions from maintenance supervisor.

### **ESSENTIAL FUNCTIONS:**

1. Maintains buildings interior by dusting and polishing furniture, equipment, mirrors, and fixtures; washing windows, counters, wall ceilings and woodwork; sweeping, scrubbing waxing and buffing floors; cleaning and vacuuming, empties trash and transports materials to disposal area; re-supplies rest rooms; replaces light bulbs; paints units as needed.
2. Maintains building accessibility and appearance by picking up papers and trash; removing ice and snow from walkways and parking lot; painting and maintaining the lawn and surrounding landscape.
3. Performs repairs (not requiring performance by trades persons) to buildings, facilities, and units. Completes equipment and building repairs by following manufactures instructions and maintenance procedures.
4. Keeps equipment systems, and building ready for use by completing preventive maintenance schedules, following policies and procedures, and reporting needed changes.
5. Maintains lighting by installing and repairing wiring and fixtures.
6. Maintains equipment by installing and repairing associated and backup equipment and systems.
7. Maintains system for conveying liquids and liquid waste by installing and repairing plumbing apparatus.
8. Maintains building and unit climate by installing, repairing, and servicing heating, ventilating, and other equipment.
9. Maintains parts and equipment inventory by checking stock to determine inventory level; anticipating needed parts and equipment.
10. Keeps maintenance rooms and sheds neat and orderly, and reports supply orders to maintenance supervisor.
11. Contributes to team effort by accomplishing related results as needed.
12. Must be on call and available after hours for emergency calls by tenants.
13. Other duties may be assigned within the scope and complexity of this position's essential functions.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to walk and stand with occasional sitting. Occasionally the employee must squat, crawl, crouch, and kneel with frequent bending, climbing, balancing, and push/pulling. The employee is occasionally required to use hands for firm manipulation and reach with hands and arms above shoulder level. The employee must frequently lift and/or move up to 50 pounds while occasionally lifting up to 100 pounds. The employee is regularly exposed to heights, moving machinery, driving automotive equipment, marked changes in temperature and humidity, dust fumes, and gases.

**POSTION REQUIREMENTS:**

1. High School Diploma or equivalent.
2. Experience in maintenance desired.
3. Must possess and maintain a valid driver's license.
4. Must possess a personable, customer service attitude along with organizational abilities to handle multiple tasks simultaneously.
5. Must present a well-groomed, professional appearance and speak, understand and write in the English language.
6. Must have an excellent past work record.
7. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** February, 3<sup>rd</sup>, 2023 @ 4:30 PM

**APPLY TO:** Send Resume and Application to:

Anna Carrick or Renae Wieczorek  
Human Resources Generalists  
Bay Mills Human Resources Department  
12124 W. Lakeshore Drive  
Brimley, MI 49715  
(906) 248-8523 or (906)-248-8528

[recruitment@baymills.org](mailto:recruitment@baymills.org)

Subject: BMHA Maintenance Worker

\*\*Applications can be found on the Bay Mills website at  
[www.baymills.org](http://www.baymills.org) under the employment section\*\*