



SUSANVILLE INDIAN RANCHERIA HOUSING AUTHORITY

PO Box 970 ♦ 870 Joaquin Street Unit G ♦ Susanville, CA 96130
530-257-5033 Phone ♦ 530-250-5035 Fax ♦ sirha.assistant@frontier.com

Susanville Indian Rancheria Housing Authority

MAINTENANCE SUPERVISOR POSITION

JOB ANNOUNCEMENT

The Susanville Indian Rancheria Housing Authority ("SIRHA") is currently accepting applications from qualified applicants for the position of Maintenance Supervisor until the position is filled. This position is responsible to perform and/or supervise maintenance work as required for SIRHA rental housing units located on the Susanville Indian Rancheria in Susanville CA. The duties will include all areas of preventative maintenance, routine and non-routine maintenance, and other work as assigned. This position is full time employment status. This position is under the supervision of the Executive Director/Housing Consultant. This position is "at will", meaning the employee may resign at any time and SIRHA may terminate the employment with SIRHA at any time with or without cause. Applicants must possess a valid clean California Driver's license and must be insurable and bondable.

How to Apply:

1. Obtain an application and detailed job description, in person, email, or by mail, from:

**Susanville Indian Rancheria Housing Authority
870 Joaquin St., Suite G
Susanville, CA 96130
Sirha.assistant@frontier.com**

2. If you have any questions, please call the SIRHA office at (530)257-5033.
3. Preference will be given to qualified Native American applicants, as provided in Section 7(b) of the Indian Self Determination and Education Assistance Act.
4. The Executive Director/Housing consultant or SIRHA Board may waive the education and/or experience requirements based on an evaluation of the experience or demonstrated competence of an applicant.
5. Failure to complete all applicable parts of the employment application will remove the applicant from consideration for this position.
6. **THE APPLICANT IS RESPONSIBLE TO COMPLETE AND RETURN THE EMPLOYMENT APPLICATION BY MAIL, EMAIL, OR IN PERSON, TO THE ABOVE ADDRESS. POSITION IS OPEN UNTIL FILLED.**