



447-150 Lassen Ave, Po Box 1006
Herlong Ca 96113

Position Announcement

Position: Maintenance Worker
Date of Announcement: February 13, 2023, 2023
Closing Date: Until Filled
Hours: 8:00 am- 4:30 pm
Salary: \$18.00

Position Summary:

The Maintenance Worker will be responsible, under the direction of the Maintenance Manager, for the overall maintenance of the SIRCO Property Management complex and all areas related to the day-to-day maintenance operations of the community.

Responsibilities:

1. Maintain and repair SIRCO Property Management units and grounds efficiently.
2. Completing SIRCO Property Management's work orders.
3. Maintain and repair streets, sidewalks, water systems, and buildings.
4. Repair and/or replace heating and cooling systems, plumbing, and electrical systems.
5. Maintain and/or repair building interiors such as carpet, sinks, appliances, doors/cabinets, walls, counters, garage, etc.
6. Maintain and/or repair building exteriors such as stucco, windows, doors, fences, windows, roofing, etc.
7. Complete grounds work such as; grounds pick up, sweeping, and landscaping.
8. Completing units for new move-ins.
9. Comply with safety rules and regulations.
10. Report and/or correct any safety hazards or dangerous matters.
11. Assist the manager and coworkers with duties when needed.
12. All other duties as assigned.

Minimum Qualifications:

1. High School Diploma or GED.
2. Six months experience in construction, maintenance, and/or landscaping.
3. Six months experience with basic hand and power tools.
4. Ability to lift and carry up to 50 pounds on a regular basis.
5. Ability to assist in lifting up to 200 pounds.
6. Ability to work independently.
7. Ability to understand and follow written and oral instructions

8. Must have a valid Drivers' License and be insurable as determined by SIRCO's insurance policy.

**Preference is given to qualified Susanville Indian Rancheria Tribal members.
Indian preference granted in accordance with PL 93-638.**