

**TUNICA-BILOXI TRIBE OF LOUISIANA
MEMORANDUM**

Job Announcement

DATE: August 1, 2025
FROM: Human Resources Department
RE: Maintenance Technician

The Human Resources Department is currently taking applications for a Part-Time Maintenance Technician in the Housing Department. The attached position announcement must be posted ten **(10)** full days. **Applicants wishing to apply** should visit the Tunica-Biloxi website at www.tunicabiloxi.org and click on 'Government' located on the top of the page, scroll down to Departments, then Human Resources. This position should be posted internally until August 11, 2025, at 4.00 p.m.

Date and hour posted: _____ : _____. m.

Date and hour removed: _____ : _____. m.



JOB DESCRIPTION

Job Title:	Maintenance Technician	Department:	Housing
Reports to:	Housing Director	Employment Status:	Part Time
Classification:	Non-Exempt	Salary:	\$15.00
Supervisory Status:	Non-Supervisory	Revision Date:	May 2021

SUMMARY OF FUNCTIONS

The Part-Time Maintenance Technician assists the Lead Housing Maintenance in performing a wide range of maintenance and repair tasks for both residential homes and the Life Center, ensuring properties remain in excellent condition. This role includes on-site and off-site work addressing preventative maintenance, repairs, and upkeep of housing units, buildings, and common areas. Responsibilities include supporting tasks such as caulking, painting, basic electrical and plumbing work, as well as repairing windows, flooring, fencing, roofing, concrete, janitorial needs, and HVAC systems. The Maintenance Technician helps maintain compliance with State and Federal regulations while ensuring safe, functional, and welcoming environments for residents and community use.

Essential Functions

- Assist with preventive maintenance on tools and equipment, including routine inspections and cleaning.
- Support property inspections to identify units or systems requiring maintenance or repair and report findings to the Housing Director.
- Assist Housing Director or staff with move-out inspections and make ready assignments, ensuring timely and professional completion.
- Communicate with the Housing Director regarding projects that may require outside contractors.
- Help maintain on-site tool inventory and ensure tools remain in proper working condition.
- Keep the shop and storage areas clean, safe, and organized.
- Respond to resident service requests promptly, prioritizing tasks as directed and completing assignments efficiently.
- Support efforts to maintain the physical appearance, curb appeal, and upkeep of the property, including residential homes and the Life Center.
- Participate in preventive maintenance programs and training as assigned by the Housing Director.
- Follow all OSHA safety standards and property safety protocols.
- Remove trash or debris from property grounds when observed during work.
- Assist with the training and direction of porters or temporary maintenance staff as needed.
- Attend staff meetings and participate in team discussions.
- Help Housing Staff with setup and support for resident events when required.
- Be available to assist with after-hours emergency issues on a rotational basis or as directed by the Housing Director.
- Support troubleshooting and basic repairs of equipment under the guidance of the Housing Director.

- Help inspect and monitor housing unit inventory for maintenance needs.
- Prioritize daily maintenance tasks effectively to support department goals.
- Maintain strong communication with team members, residents, vendors, and inspectors to ensure smooth operations.
- Perform other duties as assigned in support of housing maintenance operations.

Competencies:

- Must display some knowledge in one or more of the following categories: Apartment Maintenance, carpentry and finishing skills, equipment and or general building management, HVAC and plumbing.

Qualifications:

Three (1) years of work experience in performing a variety of building maintenance repair work or an equivalent combination of experience and training.

- Solution oriented problem solver with excellent communication skills
- Pro-active, Action-Oriented and Solution Driven
- Time Management, Prioritizing, Meeting deadlines
- Unit Inspection and Preventive Maintenance Experience

The essential functions listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- High School diploma or GED required;
- Affordable Housing: 1 years (Preferred)
- Apartment Maintenance: 1 years (Preferred)

Certificates and Licenses:

- Must possess a valid Louisiana driver's license
- Must be able to pass a criminal background check

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. This job operates in a professional office

environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines

Physical Demands:

- Ability to move around the property in all types of weather conditions.
- Ability to access second story and roof areas if necessary
- A significant amount of physical activity (walking, climbing stairs or ladders (often while lifting or carrying items), bending, stooping, squatting, kneeling, crawling, reaching above shoulder height, grasping, gripping, turning or lifting) is required on a daily basis.
- Able to lift up to 80 pounds frequently.
- The mental work demands include regular attendance, working well with others, verbal contact with others, noise and occasional travel by conventional means including motor vehicle.

Disclaimer

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

This document does not create an employment contract, implied or otherwise; employment in this job is an “at will” employment relationship.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica-Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.