



Lac Courte Oreilles Housing Authority
13416 W Trepania Road
Hayward, WI 54843
Phone (715) 634-2147
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JOB ANNOUNCEMENT

(RE-POSTED)

LOCATION: Lac Courte Oreilles Housing Authority
JOB TITLE: (1) Floor Tiler
SALARY: \$12.00/hr
POSTING DATE: February 12, 2020
CLOSING DATE: Open Until Filled
DEPARTMENT: Maintenance
REPORTS TO: Maintenance Supervisor

JOB SUMMARY:

This position requires the individual to complete work order and other requests assigned by the Maintenance Supervisor. The employee is expected to perform all types of flooring application and repair.

DUTIES AND RESPONSIBILITIES:

1. Perform all duties in a courteous and pleasant manner.
2. Adhere to safety procedures.
3. Understand construction specifications.
4. Use basic carpentry skills.
5. Inspect premises or structure for evidence of deterioration or damage to floors.
6. Perform damage repairs to floors in units.
7. Install linoleum, tile or related material onto floors.
8. Trim excess covering materials, tack edges, and join sections of covering material to form tight joint.
9. Cut flooring material to fit around obstructions.
10. Roll and press sheet wall and floor covering into cement base to smooth and finish surface, using hand roller.
11. Heat and soften floor covering materials to patch cracks or fit floor coverings around irregular surfaces.
12. Sweep, scrape, sand, or chip dirt and irregularities to clean base surfaces, correcting imperfections that may show through the covering.
13. Disconnect and remove appliances, light fixtures and worn floor.
14. Submit completed work orders, requisition requests and any other documentation as required by the Maintenance Supervisor.
15. Must maintain confidentiality.
16. Must perform any other duties, as requested by the Maintenance Supervisor, Executive Director or Designee.

KNOWLEDGE, SKILLS & ABILITIES:

1. Must be a reliable, trustworthy person who is familiar with housing communities of the LCO Reservation.
2. Must demonstrate an ability to communicate effectively and maintain accurate records.
3. Must possess a physical agility that would permit climbing, lifting, carrying, or other strenuous physical activity.
4. Knowledge of materials, methods, and the tools involved in the repair of floors.
5. Must participate in employment-related training as designated by the maintenance supervisor or Executive Director.
6. Ability to understand the importance of adhering to Housing Authority Policies and Procedures.

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Must possess a valid Wisconsin driver's license and be insurable through the Housing Authority's insurance carrier.
3. Must possess and demonstrate, by documented experience in submitted application and resume, the skills to perform the required work.
4. Prior experience in housing/building maintenance preferred.
5. All applicants subject to criminal background check.

(Revised March 2013)

All applications will be screened for eligibility in accordance with this section and only those possessing the minimum qualifications will be interviewed. Application forms are available at the Lac Courte Oreilles Housing Authority.

The LCOHA will utilize preference points when considering an applicant for employment. ***It is the responsibility of the applicant to provide the necessary documents for the purpose of obtaining preferences. (Please see employment application.)***

Preference in employment will first be given to qualified enrolled members of the Lac Courte Oreilles Tribe in accordance with the Personnel Policies and Procedures of the Lac Courte Oreilles Housing Authority.