



Quinault Housing Authority

P.O. BOX 160 | Taholah, WA 98587
(360) 276-4320 | FAX (360) 276-4778 | 1-888-891-0017

Job Opening

The Quinault Housing Authority is seeking to fill the following Position:

Date Posted	Closing Date	Position
July 31, 2023	August 11 th , 2023	Full Time Maintenance Supervisor

Application must be received by closing date

Maintenance Mechanic

The Maintenance Supervisor is responsible for the performance of the most complex maintenance functions for buildings, ground, appliances, and equipment. The employee in this position performs a variety of skilled, journeyman-level maintenance tasks in connection with repairs and maintenance of buildings, grounds, and equipment. Plan, direct, and supervise maintenance staff activities.

Minimum Qualifications:

Knowledge of basic principles of management and supervision. A substantial knowledge of building/ground maintenance practices and techniques. Knowledge of HUD regulations and Tax Credit Projects regarding housing quality standards and other maintenance related standards. Computer knowledge and Occupational safety hazards and safety precautions.

Minimum Training and Experience:

- High School education or Equivalent
- Five years of Maintenance experience, i.e. laborer, maintenance mechanic, carpenter classification(s) and two years supervisory experience.
- Computer skills, including proficiency with MS Office Suite, the ability to communicate electronically, and excellent internet research skills.

Additional experience in the majority of areas described above may substitute for the required supervisory experience on the two years for one basis

Other Requirements:

1. Must maintain a valid Washington State Driver's License and eligible for coverage under our vehicle insurance policy
2. Must be able to satisfactorily pass a pre-employment drug/alcohol/substances test
3. Must be able to satisfactorily complete a criminal background check

All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to employment. Appointment to the position will be contingent upon a negative drug test result. Any applicant with a verified positive result may not reapply for any position with the Quinault Housing Authority or a period of six months.

Posted locations: Taholah Merc, Post office, BBOARD, QIN Web Page

