



# Coquille Indian Housing Authority

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2678 Mexeye Loop • Coos Bay, OR 97420

## JOB ANNOUNCEMENT

### Facilities Maintenance Technician IV

**GENERAL STATEMENT OF DUTIES:** This position requires journeyman-level proficiency across multiple building trades and an advanced knowledge of building systems. Work includes a range of skilled and semi-skilled tasks related to the maintenance, repair, rehabilitation, and construction of buildings, and the maintenance and operation of construction tools and equipment. The working conditions and level of supervision vary depending on the assignment's location and nature. Work requires exercising technical independence in determining work methods and procedures. Assignments are received orally or through written instructions, which may be accompanied by or require the preparation of sketches or diagrams.

**SUPERVISION:** Works under the direct supervision of the Facilities Maintenance Manager. May direct the work of contractors and Facilities Maintenance personnel as assigned by the Facilities Maintenance Manager.

#### TYPICAL EXAMPLES OF WORK:

1. Performs carpentry tasks such as hanging doors and installing windows; repairing/replacing door and window hardware; re-glazing windows; installing and/or repairing cabinets and countertops; installing and/or replacing handrails; replacing trim; repairing/replacing flooring materials; and, repairing roofs, gutters, and downspouts.
2. Performs drywall tasks such as removing old drywall, mixing drywall mud, installing and repairing drywall; and, mudding, taping, and feathering or texturing to match surrounding surfaces.
3. Performs painting tasks such as preparing surfaces by patching holes, sanding, scraping, and masking; applying paint with brushes, rollers, or sprayers; touch-up painting; spot painting metal surfaces for corrosion control, etc.
4. Performs plumbing tasks such as inspecting plumbing fixtures for leaks; repairing water leaks; repairing faucet washers, seats, stems, spigots, valves, and hardware; replacing and/or repairing flush valves or flush tank hardware; replacing toilets, tubs, and sinks; checking drain lines; and, clearing clogged drain lines.
5. Performs electrical tasks such as checking appliances for proper operation, testing light switches and electrical outlets, and conducting ground fault detection tests.
6. Performs mechanical tasks such as repairing and/or replacing space temperature and HVAC equipment controls.

7. Performs masonry tasks such as installing, repairing, replacing, and/or sealing concrete, concrete block, and brick pads, footings, exterior walls, retaining walls, walkways, and other hardscaping features; and, installing, repairing, or replacing ceramic tiles, grout, and sealant.
8. Performs equipment maintenance tasks such as checking for proper function, lubricating bearings, changing filters, etc.
9. Installs electrical appliances.
10. Utilizes a wide range of powered and non-powered hand tools and small equipment.
11. Troubleshoots maintenance problems by visual and physical inspection and the use of appropriate testing equipment.
12. Plans and coordinates work assignments.
13. Procures tools, equipment, materials, and supplies.
14. Assists other CIHA personnel.
15. Performs manual labor as required.
16. Exercises proper safety precautions.
17. Complies with Tribal, local, state, and national codes.
18. Provides after-hours emergency maintenance coverage as scheduled.
19. Performs other maintenance related tasks and duties as assigned.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** This position involves oral communication and a wide range of body movements, including periods of repetitive movement. Work requires the ability to stand, walk, sit, climb, balance, crouch, stoop, kneel, crawl, speak, and listen. Lifting and moving objects up to 50 pounds is frequently necessary. Items weighing up to 100 pounds may be handled on occasion, with or without help. Work takes place both indoors and outdoors, sometimes during evenings and weekends. The job may involve exposure to hazardous materials, loud noises, dangerous situations, infectious diseases, dust, fumes, and allergens, and may be conducted near moving machinery. It is essential that all duties are performed accurately and efficiently, ensuring no significant safety risk to oneself or others, with or without reasonable accommodation.

**MINIMUM QUALIFICATIONS:**

1. Advanced skills and knowledge of the principles, practices, tools, and materials used in the building trades, including rough and finish carpentry, drywall, painting, plumbing, electrical, HVAC, masonry, roofing, building enclosure systems, accessible design, and energy efficiency and conservation features.
2. Advanced skills and knowledge of standard practices, processes, and materials involved in trades related to general building maintenance, rehabilitation, and construction.

3. Proficiency in the use and care of tools and equipment employed in building and equipment maintenance and construction work.
4. Sound knowledge of the occupational hazards and safety precautions of the building trades.
5. Ability to make and work from sketches or plans for improvement or alteration of buildings and equipment.
6. Ability to make accurate estimates of time and materials required for repair and maintenance work.
7. Ability to perform mathematical functions accurately.
8. Ability to assign duties and supervise contractors and other employees if necessary.
9. Ability to keep simple records and make reports.
10. Ability to follow oral and written instructions.
11. Ability to work independently.
12. Strong organizational and time management skills.
13. Strong attention to detail and accuracy.
14. Ability to establish and maintain effective working relationships with other employees, Tribal entities, tenants, and the public, including low-income, elderly, and disabled persons; and, to give information regarding building facilities, grounds, and applicable policies and regulations.
15. Professional, courteous demeanor.
16. Creative, solution-oriented attitude.
17. Ability to work with Microsoft Office applications.
18. Current, valid State of Oregon driver's license in good standing with no insurability issues as determined by the Authority's insurance carrier.
19. Ability to pass a criminal background check and pre-employment drug screening.
20. No past due debt owed to the Coquille Indian Tribe, the Coquille Indian Housing Authority, or other Public or Indian housing program.
21. For current or prior CIHA program participants and Kilkich residents, substantial compliance with all performance requirements for the most recent five-year period of participation.
22. For current or prior employees of the Tribe or its entities, satisfactory performance throughout one's tenure of employment.

**EXPERIENCE AND TRAINING:** High school diploma or equivalent. Ten or more years' experience comparable to a certified journeyman level craftsman in more than one of the building trades; or, graduation from a vocational/technical training program with a journeyman rating and certification in one or more of the trades classifications (electrical, painting, plumbing, carpentry, masonry, plastering, or utility services); or, any satisfactory combination of experience and training meeting the required level of knowledge, skills, and abilities.

**PAY AND BENEFITS:** This is a Grade 9, non-exempt position with a beginning rate of pay ranging from \$34.54 to \$38.00 per hour depending on knowledge, skills, abilities, and experience. Benefits include paid vacation, holiday, and sick leave; medical, dental, and vision insurance; life, accidental death and dismemberment, and long-term disability insurance; and, 401(k) retirement plan.

**APPLICATIONS:** This position is open to Coquille Tribal members and their immediate families, and to employees of the Tribe and its entities. An application form is available on the CIHA webpage at [coquilleiha.org](http://coquilleiha.org). Applications will be accepted through 5:00 p.m., Monday, November 3, 2025, and should be directed to Anne Cook, Executive Director, at the CIHA office located at 2678 Mexeye Loop, Coos Bay, OR 97420, or by email to [annecook@coquilleiha.org](mailto:annecook@coquilleiha.org). Applications must be fully complete to be considered. Applicants are encouraged to attach a resume and supporting documentation.

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*The statements contained herein reflect general details as necessary to describe the functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload.*