



Creek Indian Enterprises Development Authority

River Oaks Apartment Complex

Wetumpka, Alabama

Position (1) Regular Full-time Closes: OPEN UNTIL FILLED

Maintenance Worker – Creek Indian Enterprises Development Authority (CIEDA)

The Maintenance Worker is responsible for daily maintenance, repairs, and upkeep of River Oaks Apartments.

Reporting Relationship

The Maintenance Worker is supervised by the Apartment Complex Manager.

Duties and Responsibilities

- Responsible for minor repair work on buildings, equipment, fixtures, and grounds, and assists in carpentry projects on an as needed basis.
- Responsible for mowing grass, landscaping, and litter removal.
- Assists with replacing light bulbs, broken windows, locks, repairing leaky faucets, and other plumbing needs.
- Must become proficient in the operation of tools, light equipment, and machinery.
- Acts as a liaison between the Manager and vendors to procure supplies, equipment, and machinery as needed.
- Responsible for maintaining work order system.
- Completes detailed written and oral reports on a routine basis.
- Performs other duties as assigned by the Manager.

Qualifications

- Associate's Degree, preferably in Business, Construction Management, or related field preferred.
- Must possess the skills and ability to perform all aspects of this position.
- Familiarity with Southern Building Codes is preferred.
- Demonstrated ability to communicate effectively, both verbally and in writing, to a diverse audience.
- Must possess a high level of maturity and the ability to work well independently.
- Must have a working knowledge of various tools, equipment, and machinery.
- Must be willing to work odd hours as necessary.
- Must possess a valid state driver's license.
- Must submit and successfully pass applicable background check as required by Public Law 101-630.
- Ability to comply with all other requirements as specified within the CIE Personnel Policies and Procedures.

C.I.E.D.A. HR Department

100 Brookwood Road, Atmore, AL 36502

Phone: (251) 368-0819 Fax: (251) 446-7018 Office Hrs. 7:30 am – 4:00 pm

Apply online www.pcicie.com or www.ciejobs.com Email: HR@pcicie.com

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Complaints about the recruitment or selection process for employment should be directed in writing to the office of the President/CEO of CIEDA.