



**EXCLUSIVE TRIBAL CLOSING DATE:**  
**Thursday, February 14, 2025**

**Job Title:** Rancheria Housing Manager  
**Department:** HOUSING  
**Supervisor:** Housing Director  
**Location:** Stewarts Point Rancheria  
**Classification:** Permanent | Full-time (Exempt)  
**Salary:** \$52,000 to \$70,000

**POSITION SUMMARY:** The Rancheria Housing Manager is responsible for overseeing the maintenance, repair and management of housing stock within the Housing Department, primarily housed/onsite at the Rancheria. This role involves supervising maintenance staff, ensuring property conditions meet safety and quality standards, and managing maintenance budgets and resources. The Rancheria Housing Manager addresses tenant concerns, ensures compliance with regulations, handles administrative tasks related to maintenance and property management, assists with renovation projects, provides for assistance with domestic animal control and compliance, and works to create a positive environment for their team and all tribal members.

**JOB REQUIREMENTS AND QUALIFICATIONS: (partial qualification list)**

*Must have a valid driver's license to be considered eligible according to Vehicle Use Policy and Procedure, Personnel Policies and Procedures Manual, and insurability of employer insurance policy.*

**GENERAL DUTIES & RESPONSIBILITIES:** (While the exact duties can vary depending on the specific site and its needs, below is a general overview of common responsibilities)

**Key Duties & Responsibilities:**

- Supervise and manage maintenance staff.
- Inspect properties and coordinate repair work.
- Develop and manage maintenance budgets and procure supplies.
- Address tenant complaints and communicate maintenance schedules.
- Ensure compliance with safety regulations and building codes.
- Maintain detailed records and report to management.
- Oversee renovation projects and plan for property improvements.
- Foster a positive work environment and implement staff training.

**Maintenance Management:**

- ***Supervise maintenance staff:*** Oversee a team of maintenance workers, including training, scheduling, and evaluating performance.
- ***Inspect properties:*** Regularly inspect properties to identify maintenance needs and ensure work meets quality standards.
- ***Coordinate repairs:*** Schedule and manage repair work, ensuring that issues are addressed promptly and effectively.

**Property Management:**

- ***Oversee property conditions:*** Ensure that all housing units and common areas are in good condition and comply with health and safety regulations.
- ***Manage work orders:*** Handle maintenance requests from tenants and prioritize them based on urgency and impact.

- **Domestic Animal Control and Compliance:** Assistance with ensuring license of all dogs, making sure they are spade/neutered and safely secured when necessary. Investigating and responding to complaints and non-compliance with laws, warning of citations, warning notices and abatement notices for violations and other duties.

#### **Budget and Resource Management:**

- **Prepare budgets:** Assist and provide input of budgets for maintenance and repair operations, including forecasting and tracking expenses.
- **Procure supplies:** Order and manage inventory of maintenance supplies and equipment, ensuring cost-effective purchasing.

#### **Tenant Relations:**

- **Address complaints:** Handle tenant complaints related to maintenance and property conditions, working to resolve issues in a timely manner.
- **Communicate with tenants:** provide clear communication to tenants regarding maintenance schedules, upcoming projects, and any disruptions.

#### **Compliance and Safety:**

- **Ensure compliance:** Ensure that all maintenance and repair work comply with local building codes, safety regulations, and housing authority policies.
- **Conduct safety inspections:** Regularly inspect properties for safety hazards and ensure that safety protocols are followed.

#### **Administrative Duties:**

- **Maintain records:** Keep detailed records of maintenance work, including completed work orders, inspections, and inventory.

#### **Report to Management:**

- Provide regular reports to the housing authority management on maintenance activities, budget status, and property conditions.

#### **Team Leadership:**

- **Foster a Positive Work Environment:** Create a supportive and productive work environment for maintenance staff.
- **Implement Training Programs:** Develop and implement training programs to keep staff up to date with best practices and regulations.

Overall, the role of a Rancheria Housing Manager is crucial in ensuring that housing units are well-maintained, safe, and compliant with regulations, ultimately contributing to the well-being of the tribal members (residents) and the efficiency of KHA.

#### **Physical Requirements:**

Physical demands described are those that must be met to successfully perform the essential functions of this job. Sitting/Mobility: 75% of time is spent moving around work areas while other time spent doing clerical work. Communication: effectively communicate with co-workers, Board members, outside agencies, in person/telephone/email. Vision: effectively use a computer, interpret printed materials, and appropriate paperwork. Lifting/Carrying: occasionally lift and move objects weighing no more than 45 pounds. Stooping/kneeling: access files/supplies in low cabinets/shelves. Reaching/Handling: input information into computer systems retrieve and work with appropriate equipment. Use of standard office equipment including computer, telephone, calculator, copiers, and fax. Work is performed on and around Tribal properties with contact/balance of time (approximately 25%) with staff/public.

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**Work Environment:**

The office space is located onsite at the Rancheria. Outside inspections may expose individuals to climate weather conditions. Sites may contain hazardous materials including unsanitary sewer systems.

**Indian Preference:**

Qualified Native Americans will be given preference in hiring and all terms and conditions of employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, et seq.), Tribal law and policy, and other relevant laws. [If no applications from qualified Indian applicants are received, the Tribe may elect to provide training and employment opportunities to Indians not fully qualified for the position but who have demonstrated a capacity to be trained within a reasonable period.]

**Application Requirements:**

- A current Kashia Housing Authority employment application
- Resume of applicable experience
- Proof of enrollment in federally recognized tribe if claiming Native American Preference

**In the event of equally qualified applicants, Native American preference applies. *If you have any questions, please contact HR 707.591.0580, Ext. 131***

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