



BAD RIVER HOUSING AUTHORITY

P.O. BOX 57 • Odanah, Wisconsin 54861 • (715) 682-2271 • FAX (715) 682-6818

Job Title: Inventory/Warehouse/Workorder Assistant

Department: Maintenance

Hourly Rate: \$12.00-\$15.00

Full Time: 40Hrs/Week

Exempt: No/Hourly

Supervisor: Maintenance Director

Posting Date: In-House

Opens: July 22, 2021

Closes: July 28, 2021, at 4:30 pm

Posting Date: Public

Opens: August 13, 2021

Closes: August 27, 2021, at 4:30 pm

SUMMARY: Responsible for the development and maintenance of the physical and computerized inventory of all materials, supplies, tools, and equipment within the Maintenance and Construction/Rehab departments. Responsible for all data entry relating to departmental work orders, annual inspections, and associated elements. Provide primary clerical/office support for the Maintenance and Construction/Rehab Departments for the BRHA.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties as assigned.

- Inventory, tag and maintain a record of all tools, equipment, vehicles, recording model, serial number, and other pertinent information. Assist Accounting/Property Management with property identification for items purchased by the BRHA over their requisite dollar value.
- Maintain an inventory record/ledger of the location of tools, equipment, by employee, vehicle, or location. Accurately transfer inventory to proper inventory locations in the Housing Data System (HDS).
- Process incoming shipments, ensuring all items listed on the packing slip are received. Enter material and supply orders into the HDS system, include pricing data. Verify that received inventory is properly accounted for in the Housing Data System. Organize and separate inventory, upon receipt, to proper storage areas to ensure easy access for distribution and hard count. Maintain an adequate amount of each inventory item always stocked.
- Accompany and assist Maintenance and Construction/Rehab workers out to the inventory garages to get equipment and materials out of stock. Prepare a transfer Inventory to the employee/location, to have them sign out for items needed for projects and/or work orders. Materials are released upon receipt of a completed work order. Verify inventory hard count quarterly with totals on HDS; reconcile and document any differences found.
- Maintain a proper working relationship with vendors from various companies, work with these companies to keep informed of new products available, and re-ordering needed inventory.
- Obtain price quotes on department purchases, secure approval for purchase, place orders, and file documentation. Monitor open inventory purchase system.
- Provide proper shelving to organize and divide inventory by departments and provide easy access for distribution and hard count.



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- Keep the garages/shops clean as needed.
- Organize, schedule, and lead the annual shop inventory
- Assist in preparation of annual inventory/stock report to include total inventory, procedural changes, the volume of materials used, and equipment that needs repair
- Upon employee separation of employment, ensure all equipment: has been returned, notating supervisor of any discrepancies.
- Answer incoming work order requests/calls to the departments Initiate, follow and monitor the work order process, from start to finish. Properly document work order completion for input into work order system, including materials used, hours spent, etc. Assist with setup for new files; maintain files (paper and electronic) for work orders and inspections.
- Assist the Maintenance and Construction/Rehab department -supervisors with general office support and clerical duties.

OTHER/MISCELLANEOUS:

- As a cross-functional position, performs maintenance, custodial, grounds-keeping, and construction/rehab duties as necessary to support operations.
- Attend Housing Board and/or Legislative meetings as required.

KNOWLEDGE, SKILLS, & ABILITY (KSA) REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be at least 21 years of age.
- Possess a high school diploma or equivalent, supplemented by previous work experience or training in this field and expertise in working with the HDS computer program.
- Must be computer literate with experience using Word, Excel and be able to type at a pace commensurate workload.
- Requires the ability to exchange information to obtain information or clarify details. Explains, demonstrates, shows, helps, and orients within well-established policies, procedures, standards.
- Requires the ability to start, stop, operate, and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Must have an aptitude for operating under pressure, deadlines. Ability to manage several projects simultaneously, multi-task.
- Ability to work well in a team/partner environment. Actively participate in group problem-solving situations. Balance team and individual responsibilities. Exhibit objectivity and openness to others' views. Give and welcome feedback. Contribute to building a positive team spirit. Able to build morale and group commitments to goals and objectives. Support everyone's efforts to succeed.
- Ability to follow written & oral instructions; possess effective communication skills. Ability to define and iterate issues at hand. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.



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- Ability to maintain a good working relationship with tenants, the public, and other employees.
- Ability to maintain strict confidentiality.
- Be reliable, and perform duties in a timely and safe manner
- Ability to participate in activities designed to improve and decrease skills, including travel to training sessions and complete training g programs.
- Requires the ability to exercise judgment, decisiveness, and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is categorized as a physically demanding job.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk and hear. The employee frequently is required to reach with hands and arms, lift, stand; walk and stoop, kneel, crouch, or crawl

- Ability to routinely lift and/or 100 pounds.
- Ability to work with a variety of commercial and industrial cleaning agents
- Ability to operate equipment and perform simple repetitive processes with little or no previous experience.
- Ability to work under almost continuous physical movements required for cleaning, painting, operating equipment, handling, snow removal, mowing

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Generally incumbent will work in extreme weather and sanitary conditions.

- The noise level in the work environment is usually moderate to loud
- Sanitary conditions will vary with job assignments but can range from good to extremely poor.
- Weather conditions will often be less favorable. Incumbent subject to inside and outside environment.
- All employees are required to work safely and become knowledgeable of the safety requirements of any equipment, machine, or tool they may need to operate in performance of duty

HIRING PREFERENCE

INDIAN PREFERENCE: Under Bad River Housing Employment policy HA 20000.20 Indian preference policy, statement, preference will be giving in the order of priority:

- Qualified Tribal Member
- Qualified Indian spouse of a Tribal Member
- Qualified Other Indian



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- Qualified Non-Indian spouse of Tribal member
- Qualified Non-Indian

Other Requirements:

- Position subject to passing a Caregiver Background check.
- Position categorized as a “primary” driver. Incumbent must possess a valid Wisconsin driver’s license, a reliable vehicle with state-required minimum liability insurance coverage, and meet criteria to be placed on BRHA’s approved driver’s list.

Required documents to apply:

- Completed job application (you may attach a short resume if you wish, but it’s not required)
- Completed release of information form for BRHA.
- Completed release of information to conduct a background check.
- Copy of tribal ID Card; or if the spouse is a tribal member, a copy of his/her tribal ID Card
- Copy of Wisconsin Driver’s License

Drug Free workplace in accordance with Drug Free Workplace Act of 1988, P.L. 100-690 and Bad River Housing Employee Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe’s Preference Policy.

Send Application and Resume To:

**Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov