



Lac Courte Oreilles Housing Authority
13416 W Trepania Road
Hayward, WI 54843
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JOB ANNOUNCEMENT

LOCATION: Lac Courte Oreilles Housing Authority
JOB TITLE: Warehouse Worker
SALARY: \$12.00/hr
POSTING DATE: June 23, 2021
CLOSING DATE: July 6, 2021
DEPARTMENT: Maintenance

REPORTS TO: Maintenance Supervisor

JOB SUMMARY:

This position requires picking up and delivering supplies for Maintenance crews of the LCO Housing Authority. The applicant must demonstrate a working knowledge of plumbing, heating and electrical parts and a general knowledge of carpentry and inventory control processes.

DUTIES AND RESPONSIBILITIES include the following:

1. Read work orders or receive instructions to determine material or equipment needs.
2. Pick up materials from vendors.
3. Deliver materials to job sites as requested.
4. Record all inventory issued and forward to Warehouse Manager.
5. Ensure all warranty paperwork is completed, activated, and filed in a timely manner.
6. Other duties as may be assigned by the Supervisor, Executive Director, or their Designee.

KNOWLEDGE, SKILLS & ABILITIES:

1. Provide positive, professional, and courteous interaction with associates and customers.
2. Demonstrate familiarity with heating, plumbing, electrical and carpentry.
3. Ability to communicate effectively both orally and in writing.
4. Ability to maintain accurate records.
5. Detail oriented with willingness to participate in training.
6. Display positive team attitude with associates in all departments.
7. Physical capability to lift heavy items.
8. Ability to obtain forklift operator certification.
9. Ability to understand the importance of adhering to Housing Authority Policies and Procedures.

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Prior Computer experience.
3. Must possess a valid Wisconsin driver's license and be insurable through the Housing Authority's insurance carrier.

All applications will be examined for eligibility in accordance with this posting and only those possessing the stated qualifications or better will be interviewed. Application forms are available at the LCO Housing Authority.

The LCOHA will utilize preference points when considering an applicant for employment. ***It is the responsibility of the applicant to provide the necessary documents for the purpose of obtaining preferences. (Please see employment application.)***

Preference in hiring will first be given to qualified enrolled members of the Lac Courte Oreilles Tribe in accordance with the Personnel Policies and Procedures of the Lac Courte Oreilles Housing Authority.

(June 2021)