Utah Paiute Tribal Housing Authority
565 North 100 East • Cedar City, Utah 84721 • (435) 586-1122

Job Opening Advertisements

Position: Low Rent Specialist

The Utah Paiute Tribal Housing Authority (UPTHA) is advertising an opening for a UPTHA Rental Property Specialist. (See attachment for specific Duties and Responsibilities).

Open: Until Position is Filled
Closes: Position is Filled

Each application package should contain the following:

1. **Cover Letter**
2. **Resume**
3. **Completed UPTHA Application**

To request an application, contact the receptionist, Goldie Wall at (435) 586-1122.

Please direct any questions to (435) 586-1122, Ext # 112. Applications may be dropped off at the housing authority building at 565 N 100 E Cedar City, faxed at (435) 586-0896, or emailed to ajimenez@utahpha.org.

April Jimenez
Human Resource Specialist

Attachment:
Low Rent Specialist - Duties and Responsibilities

1

Job Title: Low Rent Specialist
Reports to: Executive Director
Annual Starting Salary : $40,560.00 + Benefits

Summary:

Manage residential rental properties to include effectively oversee tenant processes for Move-ins, Move-outs, inspections as well as ensuring that properties are secure and well-maintained. They also approve and process tenant applications and client transactions, such as lease agreements and rental payments, Furthermore, assess risk and makes the final judgement on eligibility for tenancy according to UPTHA policy.

Job Description: (These duties are not all inclusive as more may be added for UPTHA's needs)

1. Responsible for reviewing rental applications to determine a tenant's ability to adhere to standards devised by UPTHA policy. Ensuring applicant is within income limits and any other qualified factor are met.
2. Administrative duties include:
    1) Prepare rental income reports,
    2) Bad debt reports and follow up,
    3) Completing rental applications and lease agreement as well as writing official notices to tenants concerning issues, such as rent payment changes, violations or anticipated maintenance projects.
3. Record Management as well as electronic records (e-files), maintaining pristine tenant files and keep all tenants and employees information confidential.
4. Ensures UPTHA abides by state/federal laws applicable to tenant selection and equality
5. Reports potentially unsafe conditions
6. Other duties as assigned by supervisor.

Qualification:

1. Bachelor's Degree in Business Management or a closely related field or 3 or plus years of experience as a Property Management Specialist (Required) (i.e. working in real estate, property management or customer service)
2. CPM certification preferred
3. Computer skills needed – Proficient with Microsoft Office Suite and housing database software
4. Good communication with tenants written and verbal
5. Valid drivers license, and a clean driving record
6. Must be able to complete a background check and drug testing

Necessary Skills:

1. Must have an understanding of the Native American culture and the organization of the Paiute Indian Tribe of Utah.
2. Must be well organized and able to make good judgement calls and quick decisions concerning tenant eligibility.
3. Must have good written communication skills to draft detailed rental or tenant incident reports, as well as tenant-related correspondence.

4. Ability to adapt to rapid changes in the work environment.
5. Ability to follow directions and instructions from supervisor and complete by deadline
6. Ability to work as part of a team with mutual respect for all employees and tenants
7. Maintain high levels of ethical behavior and confidentiality when dealing with staff and tenant information.
8. Ability to follow policies and procedures; complete administration tasks correctly and on time; support organization's goals, mission and values.
9. Ability to make timely decisions; exhibits reasonable and accurate judgement; supports and explains reasoning for decisions; includes appropriate people in process.
10. Ability to adapt to changes in the work environment; able to deal with frequent changes, delays or unexpected events.

Physical Demands:

While performing the duties required of this job, the employee is regularly required to drive UPTHA vehicle.

Indian Hiring Preference

Under the Indian Hiring Preference Act, the Utah Paiute Tribal Housing Authority (UPTHA) gives preference to qualified American Indian/Alaska Native applicants.

Job Opening: Skilled General Housing Maintenance

Opening Date:
Closing Date:
Department: Housing Maintenance
Supervisor: Maintenance Supervisor
Status: Full-Time, Hourly Wage
Location: 565 North 100 East, Cedar City, Utah 84721
Beginning Wage: $22.00-25.00 per hour Based on Experience

The Utah Paiute Tribal Housing Authority (UPTHA) in Cedar City, Utah is seeking applicants for the position of Skilled Maintenance Worker. UPTHA is a tribally designated housing entity that provides housing assistance to members of the Paiute Indian Tribe of Utah. Manages and Maintains 164 rental units.

General Requirements:

1. **High School Graduate/GED**
2. **Valid Utah Driver License (CDL a plus) with no more than 1 moving violation in past 3 years**
3. **Must pass a drug and alcohol screening test and background investigation**
4. **Must be able to regularly lifting, carrying, pushing or pulling 100 pounds maximum**
5. **Must be able to work in extreme work environments (i.e. cold, hot, dusty, etc).**
6. **Must be able to safely demonstrate the use of hand and electrical tools.**
7. **Must be able to demonstrate safe operation of company vehicles and equipment.**
8. **Demonstrate the use of a desk top computer for work times and other simple operations**

General Maintenance Personnel are required (and must demonstrate) to do the following:

Plumbing:

- Change out toilet
- Repair or replace faucets/shower heads
- Install dishwashers
- Change out and/or repair water heaters
- Repair all outside taps
- Repair Sprinkler systems including heads & valves
- Set Sprinkler Timers
- Perform Landscaping maintenance & ground work as assigned
- Perform other minor plumbing repairs
- Repair p-traps
- Clean out clogged sewer lines

Electrical

- Change out light fixtures
- Wall Plugs

Switches
GFI's
Change-out Breakers
Perform other minor electrical repairs

General Maintenance

Repair and finish sheetrock holes
Spray paint, brush and roll-on paint, caulk & putty
Hang cabinets & cabinet doors
Repair cabinets & Shelving
Floor repair
Install pre-hung doors
Fit and install trim items such as doors, stairs, moldings & hardware
Complete & submit work orders
Change out dead bolts & door knobs.
Repair and replace fencing
Tree Trimming
Take orders and stay on task
Practice driver safety at all times
Approach work with honesty and integrity
Participate in "on-call" service
Other duties as assigned

Customer service skills…
Proof of skilled maintenance with certifications, trainings, etc…

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Submit Cover Letter, Application, and Resume to:

Utah Paiute Tribal Housing Authority
Attn: April Jimenez, Human Resources
565 North 100 East
Cedar City, Utah 84721
Email: ajimenez@utahpha.org
Fax: (435) 586-0896

Applications can be picked up at the address listed above.

The Utah Paiute Tribal Housing Authority is an equal opportunity employer, subject to the federal laws, regulations and policies requiring or allowing Indian Preference.