

**MODOC LASSEN INDIAN HOUSING AUTHORITY
JOB DESCRIPTION**

POSITION TITLE: FORCE ACCOUNT SUPERVISOR POSITION
SCHEDULE: FULL TIME / DURATION OF 1 TO 2 YEARS
LOCATION: ON-SITE QUARTZ VALLEY INDIAN RESERVATION

GENERAL JOB DESCRIPTION: The position of Force Account Supervisor is responsible to provide supervision and hands on training of a Force Account crew on the Quartz Valley Indian Reservation. The projects are construction of community playground, rehabilitation of housing units and other assigned projects. This position requires a “hands on” approach.

This position is full time employment status for a period of 1-2 years. This position is considered “at will”, meaning the employee may resign at any time and the MLIHA may terminate the employee at any time with or without cause.

DUTIES AND RESPONSIBILITIES OF THE POSITION

The Force Account Supervisor will:

- ❖ Supervise a Force Account crew and work “hands on” with the crew for training in construction/rehabilitation techniques.
- ❖ The construction of new housing, including landscaping.
- ❖ Continue the remodeling and rehab of housing stock units as needed, and perform the work for the rehab including cleaning, painting and refurbishment of residential equipment, and other areas required.
- ❖ Responsible to have knowledge of building materials and must develop material lists for assigned projects.
- ❖ Responsible to operate equipment and tools; and maintain all equipment and tools.
- ❖ Have an understanding of MLIHA policies, particularly procurement and Force Account Labor Personnel Policies.
- ❖ Other duties as assigned by the Executive Director.

SKILLS AND ABILITIES

- ❖ Have the ability to plan, organize and execute the work requirements of the position in a time efficient manner, working both independently and as a team member.

- ❖ Must have supervisory and training skills.
- ❖ Must have a good knowledge of construction/rehabilitation skills.
- ❖ Must be able to read and understand construction specifications and drawings (blue prints).
- ❖ Must have the physical ability to perform all duties of the job position.
- ❖ Must have good design techniques and space organization concepts to assist with assigned projects.
- ❖ Must have good trouble shooting skills.
- ❖ Must be able to communicate and work with all housing staff and participants in the housing programs, tribal officials and service persons.
- ❖ Calculate figures correctly.
- ❖ Have the skill to maintain accurate records and files.
- ❖ Have skills of telephone and personal etiquette.
- ❖ Not limited to the above.

ADDITIONAL REQUIREMENTS

- ❖ Possess a valid California Driver's License.
- ❖ Must be insurable for operation of vehicles.
- ❖ Must be bondable.
- ❖ Must be substance abuse free.
- ❖ Must be willing to travel or work in inclement weather conditions.

If a participant in a housing program, 100% compliance is required at all times.