



HOUSING AUTHORITIES OF THE CITY OF WASHBURN & COUNTY OF BAYFIELD



420 EAST THIRD STREET, WASHBURN, WI. 54891
PHONE: (715) 373-2653 FAX: (715) 373-2610



This institution is an equal opportunity provider

JOB DESCRIPTION

POSITION: City and County Maintenance
LOCATION: Bayfield County and City of Washburn Housing Authority Properties
(Iron River and/or Drummond primary locations)
WAGE: \$15-\$20 DOQ; Plus benefits: Paid holidays; paid time off; health, dental, & life insurance; excellent retirement plan.
SUPERVISOR: Bayfield County and City of Washburn Maintenance Supervisor
THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

JOB SUMMARY: The purpose of the Maintenance position is to support the Housing Authority by providing high quality residential maintenance and customer service so that tenants are assured of safety, quality, and decent living conditions.

Property Maintenance and Equipment

- Routine maintenance and upkeep of interior of buildings.
- Prep vacant units/houses or remodel units/houses as needed.
- Responsible for cleaning and custodial duties of common areas.
- Responsible for basic repairs within units/houses.
- Assist with yearly inspections and move in/move out inspections.
- Assist with routine maintenance, repairs, and upkeep of exterior of buildings to include removal of trash, mowing and snow removal.
- Complete work orders, submit paperwork and appropriate documentation.

Personal Contacts:

Interacts daily with office staff, tenants, contractors, various governmental agencies, and funding sources as required. Will be required to travel all over Bayfield County daily and may be required to attend training and meetings both in state and out of state.

Customer Service

- Provide excellent customer service to tenants, contractors, and staff.
- Maintain a professional relationship with tenants.
- Treat all tenants in a respectful, non-judgmental manner.

Preferred but not Required Qualifications

- Technical school training in carpentry, electricity, plumbing, heating and air-conditions, and/or related journeymen level skill in one of the recognized buildings trades.
- Experience in building and grounds maintenance, building construction or related experience or an equivalent combination of education, training and experience.

In accordance with the Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Person with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Fax: (202) 690-7442; or
Email: program_intake@usda.gov

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Special Requirements

- Background check
- Valid state driver's license
- Ability to be covered under Housing Authority vehicle insurance policy and fidelity bond.
- Willing and able to carry a cell phone.
- Provide emergency coverage after hours and on weekends.
- Other duties as assigned.

PHYSICAL REQUIREMENTS: Position that requires bending, lifting and reaching. May need to lift 50 pounds or more at times.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the HA requires that the employee performs in both a professional and personable manner. The way the employee relates to fellow employees, tenants and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each tenant, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the name or image of the HA will be subject to immediate disciplinary action up to and including termination.

TRAVEL REQUIREMENTS

This job description is subject to change at the employer's discretion, after consultation with the employee.

The HA is an equal opportunity employer and equal opportunity housing provider.

APPLICATION SUBMITTAL REQUIREMENTS:

The following items **MUST** be in your application package to be considered for this position:

1. Resume, cover letter and references
2. [Release of Information Form](#) (Link can be found on our website: bayfieldcountyhousing.org)
3. Submit by mail or in person at 420 E 3rd St., Washburn, WI 54891; or email to jwarren@bayfieldcountyhousing.org,

POSTING DATE: April 28, 2026

DEADLINE: Open until filled.

FOR FURTHER INFORMATION:

Jennifer Toribio-Warren

Executive Director

420 E 3rd St.

Washburn, WI 54891

www.bayfieldcountyhousing.org

jwarren@bayfieldcountyhousing.org

(715)373-2653 Ext. 112

The Housing Authorities of the City of Washburn & County of Bayfield has a Drug Free Workplace and adheres to the intent of the Drug Free Workplace Act.

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