



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

**POSITION: Maintenance Assistant - Limited Term Employee LTE
Full-Time or Part-Time (Flexible)**

We are seeking a qualified candidate for this position, with flexibility to consider either full-time or part-time employment based on experience, availability, and organizational needs.

LOCATION: Bayfield County and City of Washburn Housing Authority Properties

WAGE: \$15-\$20 Limited Term Employee LTE

SUPERVISOR: Maintenance Supervisor of the Housing Authority of Bayfield County and City of Washburn

RE-POSTED: June 17, 2026 – open until filled

JOB STATEMENT

The purpose of Maintenance Assistant is to aid the Maintenance Supervisor for both the City of Washburn and the Bayfield County Maintenance in their duties to support the Housing Authority by providing high quality residential maintenance and customer service so that tenants are assured of safe, quality and decent living conditions.

Property Maintenance and Equipment

- Assist with routine maintenance and upkeep of both exterior and 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
- Attend and actively participate in all staff meetings and training sessions.
- Other duties as assigned.

Customer Service

- Provide excellent customer service to tenants
- Maintain a professional relationship with tenants
- Treat all tenants in a respectful non-judgmental manner

Job Requirements

- High School diploma or equivalent
- Work experience as janitor, custodian, buildings, and grounds maintenance preferred.
- Provide emergency on-call coverage after hours and weekends. (Rotation)

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.

Persons 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.

Application Procedure

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

1. Resume, cover letter, and names of references
2. [Release of Information Form](#) (Link can be found on our website: bayfieldcountyhousing.org)
3. Submit to:

Jennifer Toribio-Warren, Executive Director
420 E. 3rd St
Washburn, WI 54891

Email: jwarren@bayfieldcountyhousing.org

Fax: 715-373-2610

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