

IN-HOUSE POSTING



POSITION: Maintenance/Fleet Technician
Full Time
\$13.36

POSTED: 07/19/2010
Open until filled

Position Summary:

The employee serves as a maintenance person to provide adequate upkeep and maintenance of all tribally-owned and controlled buildings and properties and coordinates the flow of vehicle maintenance activities for SRR vehicles, which includes ensuring maintenance of department equipment, performing a variety of basic repairs related to fleet maintenance; diagnoses causes for faulty operation of vehicles and equipment. This position is required to perform a variety of duties to ensure a safe and comfortable environment for Tribal Members and employees. The employee is expected to work as a part of a team to further the goals of the Smith River Rancheria.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Maintenance

- Cleaning and janitorial services on all Tribal property: including solid waste (trash) disposal.
- Maintains buildings, performing minor and routine painting and repairs.
- Repair fences, gates, walls and walks.
- Maintain grounds at all Smith River Rancheria facilities on Tribal property
- Responsible for all equipment used in the performance of duties. A pickup truck is available to transport materials to and from jobs.
- Prepare designated properties and areas for all youth and ceremonial programs
- Maintains cemeteries and assist Tribal Members as needed and/or directed to prepare for memorial services.
- Repair and/or replace water lines on Tribal property when necessary to ensure service is not interrupted.
- Mark streets and other areas for identification of underground utilities as required by Underground Service Alerts.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Fleet

- Performs basic repairs and service
- Performs vehicle/equipment inspections on a scheduled basis to determine condition of fleet.
- Performs various winter maintenance activities.
- Assists the manager in monitoring service contracts that concern vehicle maintenance operations, parts, fuel etc.
- Reviews schedules for repair and preventative maintenance.
- Coordinates vehicle/equipment warranty programs.
- Monitors the maintenance of grounds and facilities equipment for safety and operational needs.
- Reviews invoices and purchases for repairs, materials, supplies and equipment with manager.
- Assist the manager in evaluation of equipment to determine replacement timing.
- Maintains records and prepares reports as required.
- Operate vehicles and equipment as required. May be required to obtain and maintain a CDL license.
- Perform other duties as assigned.

Minimum Qualifications:

- A high school diploma or equivalent (GED) is required.
- Knowledge of Smith River Rancheria goals and objectives and knowledge of the history, culture and organizational history of the Smith River Rancheria and the Tolowa people is preferred.
- Advanced knowledge of care, maintenance, safety, and use of power equipment.
- Advanced knowledge of carpentry, electrical, and plumbing for minor repairs.
- Knowledge of landscaping and grounds keeping.
- Must show a proficiency in welding and cutting.
- Three years of experience in performing basic automotive repair and maintenance work or an equivalent combination of education and experience.
- Basic knowledge of methods used in automotive repair and maintenance work.
- Ability to work and handle tribal members and customers under stress in a professional manner.
- Must be a team player with the ability to multi-task in a fast paced working environment.
- Ability to work irregular hours, including weekends and holidays.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- This position requires frequent local travel depending on the location of jobsite.
- Ability to work effectively with other agencies, the Tribal workforce and other internal and external customers is preferred.
- Must be willing to study, apply, and pass for a Water Technician Certificate.

- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Language Skills:

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence.

Mathematical Skills:

Need to have the ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, State-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

May require the following:

- Climbing up and down slopes, using feet and legs and/or hands and arms; walking for distances over irregular terrain; balancing on wet, slippery, loose or narrow surfaces.
- Stooping and crouching to move through or over brush or other obstacles.
- Reaching and extending hands and arms in any direction.
- Standing for sustained periods of time.
- Verbal expression of ideas or instructions accurately, loudly, and/or quickly and receive detailed information through oral communication.
- Some lifting or moving of objects up to and exceeding 50 pounds on a frequent basis.
- Manual use of a variety of power equipments, i.e., hand tools, lawnmowers, sweepers, chainsaws, table and circular saws.
- Use of scaffolding, ladders, and other climbing equipment may be required when assignments requires off ground work, such as painting and cleaning chimneys.

Vision Requirements:

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and the ability to distinguish shades of color.

Work Environment:

The worker is frequently subject to both indoor and outdoor environmental conditions. The worker may be subject to extreme heat or cold for periods of more than one hour. Some work may be performed outdoors under any weather conditions such as rain, wind and/or storms.

CONTACT HUMAN RESOURCES FOR FURTHER DETAILED JOB DESCRIPTION INFORMATION AND TO SUBMIT AN APPLICATION.