

Tolowa Dee-ni' Nation

Position Description

Title: Maintenance III
Class: Skilled
Status: Full Time/Part Time
Supervisor: Tribal Facilities Maintenance Director
Effective Date: November 2008*

Department: (14) Maintenance
FLSA: Non-Exempt
Pay Grade: V (\$13.76 - \$19.41)
Subordinates: None

Position Summary:

This position is a responsible staff position within the Facilities Maintenance Department. The employee serves as a maintenance person to provide adequate upkeep and maintenance of all tribally owned and controlled buildings and properties. The employee will be 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 Tolowa Dee-ni' Nation.

All Smith River Rancheria employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Smith River Rancheria drug free workplace policy and will be subject to pre-employment, random, for-cause, and post-accident drug and alcohol testing.

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

- 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 Tolowa Dee-ni' Nation 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.

Minimum Qualifications:

- Knowledge of Tolowa Dee-ni' Nation goals and objectives.
- 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.
- 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.
- A high school diploma or equivalent (GED) is required.
- Comprehensive knowledge of the history, culture and organizational history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.
- 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.
- Ability to perform all the essential duties.
- 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.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____