

## **Xaa-wan'-k'wvt Village and Resort**

### **Position Description**

**Title:** Maintenance

**Status:** Full-time

**Supervisor:** Assistant Manager

**Effective Date:** June 16, 2017

**FLSA:** Non-exempt

**Pay Grade:** 2 (\$12.00 to \$16.80)

**Subordinates:** None

#### **Position Summary:**

Maintenance will provide needed maintenance to buildings and grounds that both beautify the property and provide safety to the guests.

#### **Essential Duties and Responsibilities:**

- Complete all work orders assigned by Assistant Manager, including minor carpentry, painting, and basic plumbing (unclog drains, etc.), and concrete repair.
- Responsible for the daily maintenance and upkeep of the XVR grounds, including mowing, irrigation, and landscaping.
- Responsible for the daily maintenance and upkeep of all buildings.
- Assist staff with special events.
- Clean internal and external areas of public buildings and common areas.
- Document guest comments, suggestions, and concerns then forwards them to the Assistant Manager.
- Reports XVR emergencies to management and appropriate authorities as needed.
- Temporary or permanent duties and responsibilities may be added to, or modified needed.

#### **Supervisory Responsibilities:**

This position does not have any supervisory responsibilities.

#### **Minimum Qualifications:**

- Must be able to perform all essential duties and responsibilities.
- High school diploma or general education degree (GED).
- Two years of general maintenance experience.
- Able to work flexible schedules when needed; weekend and holiday hours may be required.
- Tribal Employment Rights Ordinance (TERO), Qualified American Indian Preference applies.

#### **Preferred Knowledge:**

Comprehensive knowledge of the history, culture and history of the Xaa-wan'-k'wvt Village and Resort and the Tolowa people is preferred.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with tenants and employees of XVR.

**Mathematical Skills:**

Ability to add and subtract. Ability to use tape measure and calculate needed materials for a project.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few 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 XVR vehicle insurance.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and talk or hear. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**Vision Requirements:**

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Additional Employment Conditions:**

All Xaa-wan’-k’wvt Village and Resort employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Xaa-wan’-k’wvt Village and Resort drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

**Employee’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_