



**Job Title: ASSISTANT BUILDING OPERATOR**

**Department /Office:** Facilities & Risk Management

**Reports to Whom (title):** Facilities Maintenance Supervisor

**Salary / Hourly Range:** 25

**Job Classification Code:** 9015

**Level of Background Check:** 1B

**FLSA Status:** NON-EXEMPT; Full-time, Part-time, Temporary

**Driving Required:** Yes, As Required

**Revision Date:** 06/08/2013

**JOB DESCRIPTION:**

This class consists of operations, maintenance and repair of mechanical and other building operating systems, such as heating and cooling, electrical, and plumbing systems of tribal facilities in support of the operations and services of the Office of Facilities & Risk Management.

**KEY DUTIES AND RESPONSIBILITIES:**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Make daily inspection and maintain efficient operation of the heating, cooling, ventilating systems and related mechanical equipment and controls.
2. Inspect and monitor gauges, indicators and meter readings for heating, ventilating, air conditioning and boiler water levels for correct temperature pressures and make necessary adjustments.
3. Troubleshoot malfunctioning equipment and controls in the electrical systems including lighting, perform scheduled preventative maintenance on equipment and controls.
4. Maintain a log of inspections, services and repairs completed and condition of equipment including elevator and fire alarm system for conformance to safety practices and approved plans/specifications.
5. Repair existing and/or install new pipes, fittings and fixtures for heating, water and drainage systems according to approved plans.
6. Prepares and submits narrative and statistical reports/data to supervisor as required.
7. Performs other related duties as assigned or authorized to achieve office goals and objectives.

**PERSONAL CONTACTS:**

Contacts are typically with other employees within/outside the immediate work unit, supervisor, vendors and occasionally the general public, giving and receiving information for necessary maintenance and repair work, and providing technical advice. The purpose of these contacts is to exchange factual information, provide assistance, services and establish a network or resources.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:**

The work is physical and performed indoors and outdoors. The work involves lifting of objects in excess of 50 lbs., recurring bending, stooping, walking, crouching and exposure to varying weather conditions. The incumbent will be exposed to everyday risks or discomforts requiring protective clothing and gear. Travel on and off the reservation is required.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:
  - A. Education: High school diploma or G.E.D. equivalency; Building Trades Certification; AND
  - B. Experience: Three (3) years of general building maintenance experience in one or more trade areas; ex: electrical, plumbing, HVAC, boiler machinery; OR
  - C. Any equivalent combination of Education, Training or Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge

- Working knowledge of the materials, and specialized tools and equipment used in maintenance and repair work
- Competent knowledge of Computer software MS Office
- Knowledge of preventive maintenance and the common hazards and safety precautions common to construction, maintenance and repair work
- Knowledge of National Electric, Plumbing and Building Codes
- Knowledge of hazards and safety precautions of various trades
- Knowledge of occupational safety and health regulations and practices

B. Skills

- Good written and verbal communication skills to complete work reports
- Skill in safely working with potentially hazardous material, chemicals and supplies
- Skill in prioritizing and handling multiple assignments
- Skill in maintaining power and hand tools and equipment

C. Abilities

- Ability to follow written and verbal instructions
- Ability to read, interpret and work from sketches, diagrams and blueprints
- Ability to learn relevant building, fire and safety codes
- Ability to establish and maintain positive professional working relationships with others

**NECESSARY SPECIAL REQUIREMENTS:**

1. Must complete & pass the pre-employment screening (including a physical, drug & alcohol test) in accordance with Hopi Tribal Policy.
2. Possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.