



OFFICE OF FACILITIES MANAGEMENT

FACILITIES MAINTENANCE TECHNICIAN

INTRODUCTION: This position is responsible for performing skilled preventive maintenance & repair work in any of several trades, i.e., plumbing, carpentry, painting, electrical, to all Tribally owned buildings, facilities & grounds.

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

1. Receives work orders from supervisor for repairs/services; ensures the safety of all buildings and are in compliance with safety codes; documents work performed and submits daily work reports to supervisor.
2. Performs routine inspections of buildings, equipment & grounds and reports any conditions that are in need of repairs; maintains a consistent schedule of maintenance; performs material and cost estimations for projects and submits to supervisor.
3. Performs minor electrical, plumbing, carpentry and damage repairs; cleans and paints interiors and exteriors of buildings/centers.
4. Assists in maintaining water and sewer operations within tribally owned buildings and systems.
5. Performs a variety of general cleanup and upkeep working which includes raking, transplanting and irrigating shrubs, flowers and small trees; keeps sidewalks and doorways free of debris.
6. Operates a variety of power equipment, instruments and hand tools to perform the duties; and conducts inventory of and maintains tools and equipment.
7. Performs other related duties as assigned and authorized to achieve program goals and objectives.

COMPLEXITY: The work consists of duties that involve various related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of and differences among several alternatives.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the Facilities Maintenance Supervisor. The supervisor makes specific assignments with clear, detailed and specific instructions. The incumbent uses initiative in carrying out recurring assignments independently and refers deviations, problems and unfamiliar situations to the supervisor for assistance. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures.

PERSONAL CONTACTS: Contacts are with other employees within/outside the immediate work unit, supervisor, vendors and occasionally the general public. The purpose of these contacts is to exchange factual information, provide preventive maintenance and related services.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work is physical and performed indoors and outdoors. The work involves lifting of objects in excess of 25 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 : Building Trades certificate;

AND

B. Experience : Three (3) years of general building maintenance experience in one or more trades areas, i.e., electrical, plumbing, carpentry, painting, masonry, etc.

OR

C. Any equivalent combination of Education, Training and 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, tools and equipment used in maintenance and repair work
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 operating/using specialized machinery/equipment and common tools of building maintenance trades

Skill in performing skilled tasks of various trades

Skill in safely working with potentially hazardous material, chemicals and supplies

Skill in prioritizing and handling multiple assignments

Skill in maintaining and repairing power and hand tools and equipment

C. Abilities : Ability to perform manual labor, follow written and verbal instructions and work independently

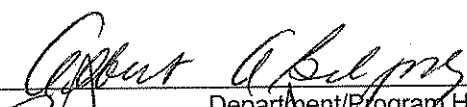
Ability to read and work from blueprints, shop drawings and sketches


Ability to learn relevant building, fire and safety codes

Ability to establish and maintain positive professional working relationships with others

NECESSARY SPECIAL REQUIREMENTS:

1. Possess or be able to obtain a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must satisfactorily complete an annual physical examination and drug & alcohol test.

REVIEWED BY:  7/6/04
Department/Program Hiring Authority Date

APPROVED BY:  07/08/04
Personnel Director Date