



FACILITIES MAINTENANCE TECHNICIAN
VILLAGE OF MISHONGNOVI

Reports To: Community Service Administrator
Salary/Hourly Range: 30
FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED
PD Created: 11/04/2020

INTRODUCTION

This position is responsible for performing custodial duties, providing maintenance & repair on all village buildings, village owned grounds (i.e., storage yards, well (old & new areas, etc.)) and vehicles, as well as providing assistance in monitoring & maintaining the village water/wastewater system.

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. Perform routine inspection, repair and maintenance on village/community owned buildings, facilities/property, equipment, and vehicles. Maintain a consistent schedule and report to Supervisor any repairs that are needed.
2. Performs minor maintenance work on community building & youth/elder center, Sunlight Mission property (i.e., repairing fixtures, repairing doors/windows, painting interior/exterior surfaces, etc. Performs related material and cost estimations for major repairs/project that are required.
3. Receives and reviews work orders from village administration, prioritizes and completes work orders in compliance with applicable policies & procedures ensuring that proper supplies, material, and equipment are available to complete orders.
4. Performs a variety of custodial duties (i.e., sweep & mop office spaces, prepare community building & youth/elder conference room for use, empties waste receptacles, cleans & sanitizes restrooms/shower rooms, keeping walkways, steps and doors free of debris, etc.).
5. Operates a variety of village owned equipment and vehicles for performance of work such as, a pumper truck, backhoe, tractor, etc.
6. Provides regularly scheduled vehicle inspections, creating & maintaining proper inventory records of all community equipment, vehicles & property. Maintain proper vehicle logs (i.e., mileage, gas purchase, service etc., ensuring that all vehicles are properly equipped with emergency items.).
7. Assists with monitoring and maintenance of village water & wastewater system, including reading of meter devices (residential and community well & storage tank system).
8. Assists with delivery & pick-up of portable toilets and pumping of portable toilets.
9. Performs other related duties as assigned and authorized to achieve Village goals and objectives.

PERSONAL CONTACTS:

Contacts are with employees with/outside the immediate work area, villages, leaders, residents, outside agencies/organizations and the public. The purpose of these contacts is to exchange factual information, coordinate work efforts and foster a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is performed indoors and outdoors requiring physical exertion such as long periods of standing, walking, recurring bending & crouching. Lifting of objects more than 25 lbs. may be required as well as exposure to varying weather conditions. The incumbent may be required to work evening and weekends to meet program needs. Occasional travel on and off the Hopi Reservation is required.

MINIMUM QUALIFICATIONS

Education: High School diploma or G.E.D. certificate;

AND

Experience: Three (3) years related work experience in general building maintenance and custodial work;

OR

Equivalent combination of Education, Training, and Experience which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of materials, tools and equipment used in maintenance and repair work.
- Knowledge of preventative maintenance and common hazards & safety precautions common to construction, maintenance, and repair work.
- Knowledge of safety and first aid procedures.
- Knowledge of custodial cleaning methods, practices, and procedures.
- Knowledge of computers and applicable software applications.
- Skill in operating/using machinery/equipment and common tools of building maintenance trades.
- Skill in safety working with potentially hazardous materials, chemicals, and supplies.
- Skill in prioritizing and handling multiple assignments.
- Skill in operating community vehicles, tractor, backhoe, and skid pumper (pumper truck).
- Ability to plan, implement and accomplish work in accordance with established objectives, priorities, and timelines.
- Ability to identify, analyze and solve problems independently.
- Ability to work independently, establish and maintain positive professional working relationships with others.
- Ability to deal tactfully and courteously with village members.
- Ability to maintain confidentiality.
- Ability to perform manual labor, follow written and verbal instructions.
- Ability to calculate figures, percentages, circumference, volume, and other similar calculations.

NECESSARY SPECIAL REQUIREMENTS

- 1) Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license and complete/pass the Hopi Tribe's Defensive Driving course. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.