

YUWEHLOO PAHKI COMMUNITY

FACILITIES MAINTENANCE TECHNICIAN

INTRODUCTION: This position is responsible for performing skilled preventive maintenance & repair work in any of several trade area, i.e., plumbing, carpentry, painting, electrical, to all Yuwehloo Pahki Community 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 and monitoring water and sewer operations within the Yuwehloo Pahki Community 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 or authorized to achieve the scope of the work and the Yuwehloo Pahki Community 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 Community Services Administrator. 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 performed indoors and outdoors requiring physical exertion such as long periods of standing, walking, recurring bending, stooping, crouching, lifting objects in excess of 25 lbs. and exposure to varying weather conditions. The incumbent may be exposed to some occupational hazards such as blood-borne pathogens, which may include, but are not limited to, Hepatitis B and Human Immunodeficiency Virus (HIV) and Hantavirus requiring the incumbent to wear protective clothing and gear. Travel on and off the reservation is necessary.

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

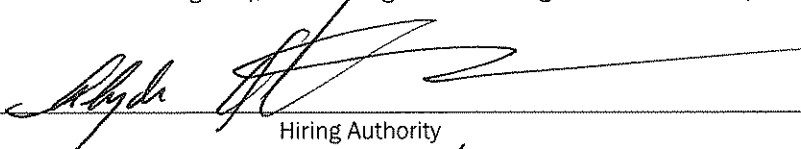
NECESSARY REQUIREMENTS:

1. Must complete and pass the pre-employment screening (includes a fingerprint and background investigation) in accordance with Hopi Tribal Policy.
2. Must possess a valid Arizona driver license and satisfactorily pass the Hopi Tribe's Defensive Driving Course.
3. Must satisfactorily complete an annual Physical Examination (including tuberculosis screening) and drug & alcohol test.
4. Possess or obtain, within one (1) year of employment and maintain a First-Aid and CPR certification

CONDITION TO EMPLOYMENT:

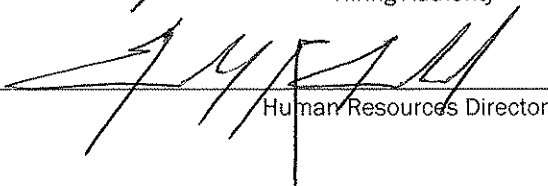
All offers of employment will be contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirement.

REVIEWED BY:


Hiring Authority

6/7/11
Date

APPROVED BY:


Human Resources Director

6/7/11
Date