



FACILITIES MAINTENANCE TECHNICIAN

Office of Facilities & Risk Management

Reports To: Facilities Maintenance Supervisor

Salary/Hourly Range: 25

FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 06/04/2021

INTRODUCTION

This position is responsible for performing skilled preventative maintenance & repair work in any of server trades, i.e., plumbing, carpentry, painting, electrical, to all tribally owned buildings, facilities & grounds. The work consist 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. 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.

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) 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 Tribal/Program goals and objectives.

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 25lbs., 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

Education: Building Trades certificate;

AND

Experience: One (1) year general building maintenance experience in one or more trade areas, i.e., electrical, plumbing, carpentry, painting, masonry, etc.

OR

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

KNOWLEDGE, SKILLS, AND ABILITIES

- 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
- 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
- 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) 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.
- 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.