



FACILITIES MAINTENANCE TECHNICIAN
HOPI CHILD CARE PROGRAM
DEPARTMENT OF EDUCATION & WORKFORCE DEVELOPMENT

REPORTS TO: PROGRAM ADMINISTRATOR
SALARY / HOURLY RANGE: 28
FLSA Status: NON-EXEMPT
VALID DRIVER'S LICENSE REQUIRED

INTRODUCTION

This position is responsible for the planning, executing, and finalizing projects according to strict deadlines and within budget and performs preventive maintenance and repair work i.e., carpentry, painting, masonry, etc. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The Facilities Maintenance Technician will define the projects objectives and oversee quality control throughout its life cycle necessary to support the Child Care Program mission.

Contacts are with employees within/outside the immediate work area, supervisor, Independent Contractors/consultants, relevant Safety and Utility representatives, and the general public. The purpose of these contacts is to exchange factual information, coordinate work efforts, provide assistance and establish a network of resources.

The work requires some physical exertion performed indoors and outdoors, such as long periods of standing, walking, recurring bending, crouching, stooping, stretching, reaching or similar activities and lifting of moderately heavy items and exposure to varying weather conditions. The work may require specific, but common, physical characteristics and abilities such as above average agility and dexterity. The work involves moderate risks or discomforts, which requires special safety precautions i.e., working around moving parts, machines, exposure to contagious diseases or irritant chemicals, etc. The incumbent may be required to wear protective clothing or gear such as masks, out gear, steel-toed boots, goggles, gloves or hardhats. Travel on and off the reservation is required.

ESSENTIAL FUNCTIONS

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

- 1) Responsible for direct managing of small project development from beginning to end, defining project scope, goals and deliverables in collaboration with stakeholders.
- 2) Collaborate with team members and stakeholders in a timely and clear fashion; project plans, progress reports, proposals and required documentation and associated documents; effectively communicating project expectations and timelines, identifying and managing project dependencies and milestones using appropriate tools.
- 3) Coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work, build, develop, and grow any business relationships vital to the success of the project.
- 4) Define project success criteria, analyze results and troubleshoot problem areas following completion of project and disseminate them to the involved parties of the project.
- 5) Prepares and submits narrative and statistical reports/data to supervisor as required.
- 6) Receives work orders from supervisor/staff for repairs/services to ensure the safety of building is in compliance with safety codes.

- 7) Performs routine inspections of the building, equipment and grounds; receives work orders from staff for repairs/services and completes work to ensure the safety of building and grounds are in compliance with safety codes.
- 8) Performs variety of general cleanup and upkeep which includes raking, and keeping sidewalk and doorway free of debris.
- 9) Operates a variety of power equipment, instruments and hand tools to perform the duties; maintains inventory of and maintains tools and equipment.
- 10) Performs other related duties as assigned and authorized to achieve Tribal/Program goals and objectives.

MINIMUM QUALIFICATIONS

Education: Certificate in Construction field or Building Trade Certificate;

AND

Experience: Five (5) years work experience in technical industry field, or small construction projects;

OR

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of EPA, OSHA, ANSI, NFPA and NHTSA regulations and guidelines
- Knowledge of the materials, tools and equipment used in maintenance and repair work
- Knowledge of usual technical terminology used in constructions projects
- Knowledge of business organization and processes
- Knowledge of computer systems in basic office software and applications
- Excellent verbal and written communication skills to prepare technical and non-technical correspondence, reports and conduct concise presentations
- Skill in operating/using specialized machinery/equipment and common tools of building maintenance trades
- Excellent human and public relations skills
- Skill in prioritizing and handling multiple assignments
- Ability to write accurate progress reports and letters
- Ability to perform manual labor, follow written and verbal instructions
- Ability to work with consultants independently and completes pertinent forms
- Ability to compile accurate reports and statistical data on projects and recommend appropriate methods of improvement
- Ability to read and work from blueprints, shop drawing and sketches
- Ability to establish and maintain professional working relationship with others

NECESSARY REQUIREMENTS

- 1) May be required to maintain a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) May be required to maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass 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.

DEVELOPED: 10/09/2023