



JOB DESCRIPTION

***** SENSITIVE *****

Job Title: Building Maintenance Worker
Dept./Division: Facilities Management/Building Maintenance
Unit: Building Maintenance
Job Family/Class: Trades
Supervised By: Building Maintenance Manager
Employee Type: Hourly
Pay Grade: 10

NATURE OF WORK:

Responsible for performing unskilled and semi-skilled maintenance and repair work associated with maintenance and repair of buildings, equipment, grounds and related tribal facilities.

ESSENTIAL FUNCTIONS:

- Performs semi-skilled and manual work involving building maintenance, minor carpentry, painting, mechanical, plumbing, heating and air conditioning, grounds maintenance or custodial maintenance projects.
- Performs various tasks involving routine maintenance of electrical systems: maintains and repairs lighting fixtures and switches; replaces motors, switches, motion sensors, timers, photocells, fuses, thermostats, bulbs and ballasts.
- Performs various tasks involving routine maintenance of plumbing systems: installs/repairs plumbing fixtures and components; clears water lines, drains and toilets; repairs plumbing leaks; repairs/replaces faucets, traps and disposals.
- Performs various tasks involving routine maintenance of heating, ventilation and air conditioning (HVAC) systems: cleans/replaces filters; and replaces parts as needed.
- Performs various tasks involving general building maintenance or construction projects: removes, repairs and replaces floor/ceiling tile; repairs doors and hardware; replaces windows, doors and glass panes; constructs or assembles tables, cabinets, shelving or furniture.
- Performs various general manual tasks in support of departments or tribal projects/functions: erects signs and flags; sets up rooms/areas for meetings/events; lifts/moves equipment, furniture and heavy materials; loads, transports and unloads equipment and materials.
- Follows safety procedures, utilizes safety equipment and monitors work environment to ensure safety of employees and other individuals: places safety cones, markers or signs to alert employees/citizens of work areas, wet floors or other potential hazards; locks/secures chemical storage areas.
- Performs other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Hand tools, power tools and materials used in all facets of building maintenance and construction work;
- Occupational hazards and safety precautions;

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- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Techniques of electrical, plumbing, mechanical and general heating and cooling equipment maintenance and minor repair work;
- Exercise care in the use of various chemicals used in building maintenance;
- Follow verbal and written instructions;
- Operate powered equipment;
- Lift or move objects up to 75 pounds;
- Work outside in varying weather conditions;
- Operating a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

High School Diploma (State of Arizona certificate of completion) or GED. Six (6) months experience in general building maintenance

- Bilingual in English/Spanish preferred. Yaqui language an asset but not required

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's license.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card or be able to obtain the Level 1 Arizona Clearance Card within ninety (90) days of hire. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage.

Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, Stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing, balancing.

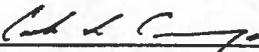
Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures and work space restrictions.

This position will require the incumbent to work non-traditional hours, nights and weekends.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

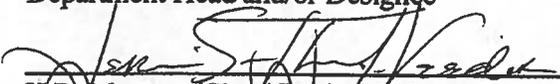
Review and Approved by:



Department Head and/or Designee

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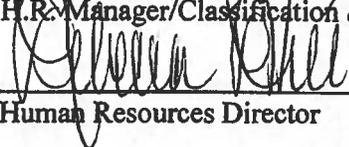
Date



H.R. Manager/Classification & Compensation

5/21/14

Date



Human Resources Director

5/21/14

Date