



## JOB DESCRIPTION

Bishop Paiute Tribe  
Bishop, California

**Position:** Facility Worker  
**Department:** Maintenance  
**Supervised by:** Maintenance Manager  
**Pay Grade:** NE2 \$17.73-\$23.05 Hourly (\$36,882.56-\$47,947.33) DOQ  
**FLSA:** Full-Time; Non-Exempt

**Position Summary:** The Facility Worker will be responsible for the general maintenance of the Barlow Gym, Bishop Indian Education Center, Elders Building, and Baseball Field. This position will be aware of all activities schedule in these facilities and will plan custodial duties and access accordingly.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### Job Duties:

- Develop and maintain complete schedules of activities planned at the Barlow Gym, Bishop Indian Education Center, Softball Field and Elders Building.
- Work closely with the Maintenance Manager and the Maintenance staff to ensure facility preparation before any planned events for the Barlow Gym, Diaz Baseball field, and the Elders building.
- Provide access to all facility usage and ensure all property is secured after each use.
- Assist the Maintenance Manager in developing policies and procedures related to the use of the Gymnasium and Softball field facilities.
- Establish and maintain flexible facility hours and ability to respond to Security Alarm System calls during days or nights when alarm system goes off.
- Develop a system for and implement an inventory of supplies and equipment for all sports facilities.
- Perform general maintenance of above mentioned facilities.
- Sanitize all frequently used surfaces and equipment regularly, including bathrooms.
- Assist with memorial services that are scheduled within the facilities, assist with the set up and break down of all services.
- Communicates with the Maintenance Manager for daily priorities, extra staffing needs to complete tasks efficiently.
- Coordinate with the Elders' Program manager regarding all maintenance, yard cleaning, vehicle maintenance and other duties as assigned that need to be completed.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.

### Education and Experience:

- High School Diploma/GED preferred and/or equivalent work experience.
- Experience in the use of general sports equipment, including the proper practices to maintain and service that equipment.
- Must obtain and maintain CPR, First Aid and Mandated Reporter certifications within 60 days of hire.
- Have the ability and knowledge to perform basic trouble shooting, repairs and building maintenance.

- Knowledge of cleaning compounds, heating and ventilating equipment, lawn mowers, irrigating systems, lawn and plant fertilizers and insecticides preferred.
- Ability to develop and maintain an inventory system of all materials, tools, and equipment.
- Must possess and maintain a Class C California Driver's License.
- Assist with Tribal Cry Dances, memorial services, and burial preparations.

**Other Requirements:**

- Ability to work with minimum supervision.
- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- The individual must have the ability to make routine decisions independently.
- Must be available to be on call after hours, holidays and weekends for work as scheduled and/or in the event of emergencies.
- Must be insurable under the Tribe's existing automobile insurance policy.
- Must comply with the Bishop Paiute Tribe's organizational policies.

**Indian Preference:**

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Decision Making* - the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make responsible decisions.
- *Interpersonal Skills* - the individual maintains confidentiality, remains open to others' ideas, and exhibits willingness to try new things.
- *Oral communication* - the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills, and conducts meetings.
- *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management* - the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
- *Detail Oriented* - the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality assurance.
- *Adaptability* - the individual adapts to changes in the work environment, manages competing demands and can deal with frequent change, delays, or unexpected events.
- *Reliability* - the individual is consistently at work and on time, follows instructions, responds to management's direction, and solicits feedback to improve performance.
- *Organized* - the individual keeps clean and organized workspace, project/s files and incident documents.
- *Motivated* - the individual inspires self and others to get the job done and follow through with assigned tasks.
- *Safety Oriented* - Observes surroundings to maintain a safe work environment for community members and co-workers.

**Physical Demands/ Work Environment:**

While performing the duties of this job, the employee regularly is required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or carry up to 50 lbs. Work is generally performed in an office setting, gymnasium setting and in an outdoor environment. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel is required for training, meetings, conferences, presentations, and other events.

**Signatures**

This job description has been approved by all levels of management:

*Manager:* \_\_\_\_\_

*HR:* \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

*Employee:* \_\_\_\_\_ *Date:* \_\_\_\_\_