



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Gas Station Maintenance Worker
Department: Yuhubi Nobi Gas Station / Bishop Paiute Gas Station
Supervised by: Yuhubi Nobi Manager / Bishop Paiute Gas Station Manager
Pay Range: NE1 \$16.12 - \$20.96 Hourly (\$33,529.60-\$43,588.48) DOQ
FLSA Status: Full-Time; Non-Exempt

Position Summary: The Gas Station Maintenance Worker provides a variety of skilled and semi-skilled maintenance, janitorial, landscaping and construction tasks at the Tribal Gas Stations and grounds. Under the general supervision of the Manager, shall perform day-to-day maintenance, repair, and upkeep of the interior and exterior of the facilities, property, and gas station equipment in an effective and efficient manner, maintaining professionalism in all interactions with internal and external customers.

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

Job Duties:

- Performs general maintenance and repair of the interior and exterior of the building, including but not limited to minor electrical, plumbing, painting and construction related tasks.
- Performs general janitorial service of the facility. Sweep, mop, vacuum, empty all trash receptacles, refill all paper, and soap dispensers, clean windows, and doors, change light bulbs, clear gutters, cobwebs, etc. (Janitorial cleaning duties sheet will be provided):
- Ensures all furniture, appliances, office equipment and gas station equipment are in good working order, performing and/or coordinating routine maintenance as needed.
- Ensure the fueling and parking lot areas are free of trash and debris. Immediately address any fuel/oil spills. Check the windshield washing stations on an ongoing basis to ensure there is adequate water and supplies available to customers, replacing as needed.
- Maintains adequate supply of janitorial equipment and supplies. Coordinate with the Manager for ordering and purchasing to restock supplies as needed.
- Performs general landscaping on the property which consist of watering, mowing, edging, trimming, and keeping areas free of debris. Pruning and fertilization are to be done on an as needed basis. Dead plants and trees are to be removed and replaced. Repair fencing as needed.
- Maintain logs of completed projects and upcoming projects. Provide status updates to the Manager on an ongoing basis.
- Provide assistance and support to BPDC Maintenance Workers on all BPDC buildings, businesses and properties on an as needed basis.
- 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 or GED.
- Must be knowledgeable in general maintenance work and generally acceptable standards of construction work.
- Must be knowledgeable in general landscaping work and familiar with equipment used.
- Ability to work with minimal supervision.

Other Requirements:

- Must have a valid California Driver's License and be insurable under the Tribe's existing automobile insurance policy.
- Must be available to be on call after hours, holidays and weekends for work as scheduled and/or in the event of emergencies.
- 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.
- 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 will identify and resolve technical problems in a responsible and timely manner.
- *Interpersonal Skills* – the individual can communicate clearly, remains open to others' ideas and exhibits willingness to try new things.
- *Written Communication* – the individual is able to read and understand technical manuals relating to equipment operation.
- *Customer Oriented* – the individual is willing to deliver excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management* – the individual is able to prioritize and plan work activities, use time efficiently and develop realistic action plans.
- *Detail Oriented* – the individual can demonstrate accuracy and thoroughness and monitors own work to ensure quality.
- *Adaptability* – the individual is able to adapt to changes in the work environment, manage competing demands and deal with frequent change, delays or unexpected events.
- *Reliability* – the individual will be consistently at work and on time, follow instructions, respond to management direction and solicit feedback to improve performance.
- *Organized* – the individual will keep clear records and keep equipment and tools organized.
- *Motivated* – the individual can inspire self and others about them to get the job done and follow through on tasks.
- *Technical Skills* – the individual operates various tools and equipment in the proper and safe manner.
- *Safety Oriented* – aware of 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. Is required to climb or balance; stoop, kneel, crouch or crawl as well as to work in confined spaces, on ladders and rooftops, and in adverse weather conditions. The employee must be able to push, pull and move equipment and/or supplies in excess of 50 pounds. In addition, the employee may review interior and exterior work locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust, and noise. Work is regularly performed in an indoor and outdoor environment. Tight time constraints and multiple demands are common. Travel is required for picking up supplies, training, and conferences at times.

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:* _____