



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Maintenance Worker I/ II
Department: Maintenance
Supervised by: Maintenance Manger
Pay Grade: MWI - NE3 \$19.51 - \$25.36 Hourly (\$40,570.82 - \$52,742.06) DOQ
MWII - NE4 \$21.46 - \$27.89 Hourly (\$44,627.90 - \$58,016.27) DOQ
FLSA: Full-Time; Non-Exempt

Position Summary: Under direct supervision of the Maintenance Manager, the Maintenance worker provides a variety of skilled and semi-skilled maintenance, janitorial and construction tasks at Tribal facilities and grounds. Maintains offices, restrooms, furniture, appliances, office equipment and other facility property in a clean, orderly, and operable condition.

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

Job Duties:

- Performs janitorial services, as assigned, by cleaning offices, hallways, walls, windows, and doors and maintaining level of supplies.
- Arranges Council Chambers for meetings, voting activity, and other special events as necessary.
- Maintains safe, clean, and neat appearing grounds using appropriate equipment as necessary such as, but not limited to: lawn cutting machines, weed eaters, herbicide/pesticide chemicals, and power blowers.
- Performs maintenance and construction labor.
- Cleans sweeps, mops, scrubs, waxes and polishes floors by hand or machine.
- Cleans and sanitizes restrooms and keep restrooms supplied with necessary products.
- Washes windows, screens, sills, woodwork, doors, walls, and ceilings.
- Performs general repairs and maintenance for Tribal buildings including, but not limited to: patching walls and doors, painting walls and trim, replacing fixtures and partitions and replacing damaged ceiling tiles.
- Collects and disposes of waste, maintains outside sidewalks, and assists in keeping outside premises in an orderly condition.
- Maintenance Worker II may be required to supervise all Maintenance staff in the absence of the Maintenance Manager.
- Maintenance Worker II provides maintenance and minor repairs to plumbing, electrical, HVAC and sprinkler systems and may perform routine carpentry work.

Education and Experience:

Maintenance Worker I:

- High School Diploma/GED preferred and/or equivalent work experience.
- Two (2) years of experience in the general building/facilities maintenance, maintenance program management and administration preferred.
- Understanding of building systems and operations.
- Experience using hand and power tools.

- Ability to learn locksmithing skills and use keying equipment to fix, replace and re-key all Tribal facilities.
- Knowledge of cleaning compounds, heating and ventilating equipment, lawn mowers, irrigating systems, lawn and plant fertilizers and insecticides preferred.
- Knowledge of custodial equipment, and basic tools utilized in building maintenance, with thorough knowledge of proper safety techniques and procedures.
- 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.

Maintenance Worker II:

- Must have Class-A Driver License and/or be able to obtain a Class-A Driver License within 12 months of hire.
- Four (4) years of experience in the general building/facilities maintenance, maintenance program management and administration.
- Experience working in the construction/ carpentry trade preferred.
- Knowledge of a specialized trade, such as: locksmithing, HVAC, plumbing, electrical systems, security systems and carpentry.
- Knowledge of cleaning compounds, heating and ventilating equipment, lawn mowers, irrigating systems, lawn and plant fertilizers and insecticides.

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 develops realistic action plans.
- *Detail Oriented* - the individual demonstrates accuracy and thoroughness and monitors their 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 construction 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 75 lbs. Work is generally performed in an office setting and occasionally 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:* _____