

**YUOK TRIBE-JOB DESCRIPTION**  
**Maintenance Worker I-III**

Job Title:	<b>Maintenance Worker I-III</b>				
Job Grade:	<b>3/4/5</b>	FLSA Status:	<b>Non-Exempt</b>	Location:	<b>Klamath/Weitchpec/Eureka</b>
Department:	<b>Facilities</b>		Division:	<b>Community Development Division</b>	
Reports To:	<b>Maintenance Lead</b>				
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE					
Salary Range:	<b>\$17.04-22.23/\$18.15-\$23.68/\$18.78-\$24.50 (Per HR)</b>				

**SUMMARY:**

Incumbent is under the direct supervision of the Maintenance Lead, who assigns the work and reviews job performance. Incumbent is responsible for the building maintenance i.e. minor repairs, wash windows, clean and wash down the outside of building when necessary, etc. Maintain upkeep of Tribal grounds i.e., mowing and raking up the grass, trimming the bushes around the buildings. Assuring the aesthetics of the area around the Yurok Tribal Offices in Klamath, Weitchpec and Crescent City is maintained at all times. Responsible for maintaining appropriate supplies

**DUTIES AND RESPONSIBILITIES:**

1. Prepare purchase order requests for supplies and equipment and maintain inventory of supplies and equipment
2. Mow the grass, weed, plant and prune bushes, otherwise maintain the surrounding area of the offices.
3. Sweep, mop and polish all tile floors and vacuum all carpeted floors. Spot clean carpets as needed and shampoo carpets twice a year. More often in heavy traffic areas.
4. Dust or wipe down all office cabinets, tables and furniture.
5. Dust copy machines and other equipment in offices, as well as counters and desktops.
6. Wash interior glass, including display cases, mirrors, glass doors and windows as needed.
7. Wash outside windows and building as needed.
8. Empty all wastebaskets and replace with new liners and dispose of trash daily.
9. Ability to do light carpentry work, minor electrical work, i.e. replacing light bulbs, minor plumbing as needed, repair facilities.
10. Clean and disinfect bathrooms. Mop floors with disinfectant, clean and disinfect urinals, water closets, lavatory and fixtures.
11. Clean and disinfect main kitchen area.
12. Clean walls, doors and base boards of dust and dirt.
13. Stock or restock all consumable supplies, soap, paper towels, toilet seat covers, feminine products, paper cups, etc.
14. Safety-check hot water heater, in-door/out-door faucets, septic tank, water pipes and electrical box.
15. Utilize proper equipment and tools for job in a safe manner.
16. Maintain daily, weekly and monthly job duties check off list.
17. Responsible for maintaining a monthly vehicle report log.

**YUROK TRIBE-JOB DESCRIPTION**  
**Maintenance Worker I-III**

18. May be assigned other duties as required or requested to meet the needs of the program.

**SUPERVISORY RESPONSIBILITIES:**

This is not a supervisory position except during the summer for the high school intern workers who will be supervised by the incumbent in janitorial, grounds keeping, and maintenance duties.

**MINIMUM QUALIFICATIONS:**

1. Ability to properly use and maintain equipment and tools needed for position.
2. Knowledge of necessary precautions when dealing with cleaning chemicals and supplies.
3. Must have a valid driver's license and be insurable under the Yurok Tribe's vehicle insurance policy.

**EDUCATION/EXPERIENCE:**

G-4: High school diploma or equivalent and six months specialized experience.

G-5: High school diploma or equivalent and two years of experience.

G-6: High school diploma or equivalent and three years of experience.

Equivalent combinations of education and experience are qualifying for this position.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. Must pass a physical exam.
4. Must have a valid California Driver's License.
5. Must pass a comprehensive background check.
6. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
7. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
8. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.
9. VISION REQUIREMENTS:

**YUROK TRIBE-JOB DESCRIPTION**  
**Maintenance Worker I-III**

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date