



Yurok Tribe

Job Description

JOB TITLE:	Maintenance Worker I-III		
JOB GRADE:	3/4/5	REPORTS TO:	Facilities Manager
STATUS:	Non-Exempt	LOCATION:	Eureka
DEPARTMENT:	Facilities	DIVISION:	Community Development
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$17.04-\$24.50		

POSITION SUMMARY:

Incumbent is under the direct supervision of the Facilities Lead who assigns the work and reviews job performance. Incumbent will be responsible for helping to maintain tribal buildings and facilities by performing basic plumbing, carpentry, electrical, concrete, masonry, work, general HVAC maintenance, painting, and other associated tasks, as well as assisting with waxing and polishing floors, cleaning building exteriors, occasional landscaping, the transportation of property, equipment, or supplies, and assistance with tribal emergency response, including facilities evacuations, and security. Maintaining inventory of supplies and ordering supplies needed for projects Installing fire alarms, smoke detectors, sprinklers, and other safety devices, repairing or replacing damaged equipment or parts such as motors, bearings, or solenoids conducting inspections to ensure that standards are met by contractors or subcontractors. Cleaning floors, walls, windowsills, ceilings, light fixtures, and bathrooms Performing basic maintenance tasks such as changing light bulbs, replacing batteries in alarm clocks, or repairing small leaks in drains or toilets.

DUTIES AND RESPONSIBILITIES:

1. Perform basic plumbing, electrical, carpentry and related tasks necessary to maintain the critical infrastructure in tribal facilities, and general maintenance on tribal HVAC systems, including changing air filters as part of a regular and preventative maintenance plan, as well as testing and maintaining the operations of back-up generators.
2. Maintain and replace damaged doors, door handles, windows, sash balances, weather stripping, door sweeps, and automatic door and gate hardware and operation.
3. Assist in cleaning and maintaining the exterior of tribal facilities, including replacing, or repairing siding, painting, cleaning gutters, and pressure washing walkways and building exteriors.
4. Replace plumbing and electrical fixtures and bulbs as part of a regular and preventative maintenance plan.
5. Wax and polish all tile, vct, or hardwood floors in tribal facilities.
6. Steam clean restrooms and kitchen as part of a regular maintenance plan.
7. Assist with assembly and/or transportation of resources, furniture, equipment, or supplies, including delivery and distribution.
8. Assist with emergency response operations, including facilities evacuations and security.
9. Assist with janitorial and landscaping tasks when necessary.
10. Assist with event set up, break down, and assistance.
11. Assist in providing access to tribal facilities.
12. Maintain and keep a regular inventory and status of tribal tools and equipment.
13. Perform routine vehicle, equipment, and tool maintenance, including record-keeping.

14. Inspect and check operation and status of hot water heaters, HVAC units, in-door/out-door faucets, septic tanks, water pipes, electrical boxes, gas lines, roofs, gutters, and related facilities infrastructure components.
15. Utilize proper equipment and tools for job in a safe manner.
16. Maintain job duties check off list.
17. Responsible for maintaining a monthly vehicle report log when using a tribal or GSA vehicle.
18. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Grade 3: None
2. Grade 4: High school diploma or equivalent and six months experience.
3. Grade 5: High school diploma or equivalent and one year of experience.
4. Candidates with equivalent combinations of education, training and experience will be considered.

SUPERVISORY RESPONSIBILITIES:

This is not a supervisory position, except potentially during the summer for the high school intern workers who will be supervised by the incumbent in janitorial, grounds keeping, and/or 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. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.

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. Knowledge of Yurok language is preferred but not required.

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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employees will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).

- 3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- 4. 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 and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date

