



THE PAIUTE INDIAN TRIBE OF UTAH

440 North Paiute Drive • Cedar City, Utah 84721 • (435) 586-1112

POSITION TITLE: Maintenance Worker
DEPARTMENT: Maintenance
SUPERVISOR: Facilities Maintenance Manager
STATUS: Part-time, Non-Exempt, Hourly
GRADE LEVEL: \$10 to \$12 hr. (DOE)
DATE APPROVED: July 3, 2017

OPENS: July 7, 2017

CLOSES: until filled (may close early if enough qualified candidates are achieved).

JOB SUMMARY

Assists in performing a variety of skilled maintenance tasks in the areas of plumbing, carpentry, painting, plastering, machine servicing, grounds keeping, sprinkler systems, HVAC, preventative maintenance, electrical services, mechanical equipment and utility systems throughout all the PITU facilities.

The Paiute Indian Tribe of Utah is an equal opportunity provider and employer, subject to the federal laws, regulations and policies requiring or allowing Indian preference.

ESSENTIAL JOB FUNCTIONS includes, but are not limited to, the following:

1. Assists in general building maintenance and custodial duties.
2. Assists in light construction and all-around repairs.
3. Patches walls and paints interiors and exteriors of building and other structures.
4. Replaces light bulbs, changes ballasts and performs circuit breaker identification and labeling.
5. Assists in installing, repairing or replacing an assortment of equipment throughout the facilities.
6. Assists with scheduled preventative maintenance to ensure efficient operation of the equipment.
7. Assists with trouble shooting, diagnosis, and testing equipment and makes necessary adjustments.
8. Assists in installing, repairing or replacing faucets, valves, etc.
9. Assembles and installs all types of furniture and moves furniture and equipment.
10. Arranges tables and chairs, sets-up and tears down gym floor covering.
11. Assists with deep cleaning the kitchen, restrooms, general and common areas twice a year.

12. Keeps a clean and safe working environment at all times.
13. Cuts and maintains grass, removes weeds and provides general upkeep of tribal grounds.
14. Assists in removing snow. Sweeps and washes sidewalks and keeps walkways free of debris.
15. Picks up trash around the tribal grounds.
16. Takes trash to the dump as needed.
17. Fills in for other Maintenance staff as needed.
18. Performs other related duties as assigned or requested.

GENERAL REQUIREMENTS

- Must possess a valid driver license.
- Must be insurable through the tribe's auto insurance.
- Must pass a background investigation.
- Must pass an alcohol and drug screening.
- The Tribe reserves the right to require an applicant to submit to and pass a physical examination prior to or contemporaneous with hiring. Refusal to submit to a physical examination may deem an applicant ineligible for the position.

QUALIFICATIONS

Education and Experience:

- High School diploma, equivalent (GED) or higher.
- 2 years of experience in related field.

Necessary Knowledge, Skills and Abilities:

- Basic knowledge of cleaning methods and supplies.
- Basic knowledge of machinery and vehicle maintenance.
- Basic knowledge of servicing and operating heavy equipment.
- Ability to learn, understand and apply of S.D.S. standards.
- Ability to learn & perform the essential functions as outlined above.
- Ability to work in a variety of weather conditions.
- Ability to do sustained physical work.
- Ability to climb vertical ladders.
- Ability to work from a stepladder.
- Ability to understand and follow safety procedures.
- Ability to effectively organize workload and manage time in a changing environment.
- Ability to multi-task and establish priorities.
- Ability to follow written and oral instructions.
- Ability to accept direction on given assignments.
- Ability to establish and maintain harmonious working relationships with co-workers.
- Ability to deal with people in a manner that shows cultural sensitivity, tact and professionalism.
- Ability to work independently on assigned tasks while recognizing situations that require management attention.
- Ability to make independent judgments which have minor impacts on the department.
- Ability to work well under pressure.
- Demonstrates respect for and awareness of Native American customs and traditions.
- Skill in operation of listed tools and equipment.

Personal Characteristics:

- Punctual
- Dependable
- Organized

LICENSING AND REGULATION

None

TOOLS AND EQUIPMENT USED

Hand and power tools, ladders, hand truck, lawn care equipment, snow removal equipment, floor care equipment, machinery and other maintenance equipment as needed.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, bend and kneel. The employee is also required to use hands and fingers to hold, handle or operate equipment, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 100 pounds and drive a vehicle. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work is performed inside and outside . The noise level in the work environment is moderate to loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.