**CHER-AE HEIGHTS INDIAN COMMUNITY**

**OF THE TRINIDAD RANCHERIA**Job Description

**Job Title:** Facilities Maintenance Technician

**Summary:** Maintains and repairs physical structures of buildings. The Maintenance Technician is responsible for keeping Tribal facilities operational, and the repair of potential problems before they occur. The Maintenance Technician will be required to perform a wide range of repair tasks for all Tribal facilities.

**Essential Duties and Responsibilities:**

●Perform routine maintenance of Tribal facilities including repairing structural damage, such as window, door or wall repair

●Repair broken or leaking plumbing to avoid water damage and restore full use of water fixtures

●Repair damaged electrical wiring when a shortage or severed wire occurs

●Maintain the building HVAC equipment in order to keep climate control in the facilities functioning properly

●Apply preventative measures to reduce the risk of future problems

●Detect and repair potential safety hazards to avoid injuries

●Paint buildings and interior areas as required

●Power wash exterior of the Casino Building, porches, and parking lot area, etc.

●Maintain vents of HVAC systems, replace HVAC filters, and paint as necessary. Clean and dust ventilation pipes monthly.

●Maintain and repairs buildings' plumbing and electrical systems, including replacing worn or defective parts such as switches and fuses for proper function.

●May install and remove decorations and lighting; assist in promotions as required

●Assists other departments with moving furniture and unloading and storing supplies and records.

●Repairs fences, gates, walls and walks; paints fences and out buildings, sharpens tools; makes minor repairs on equipment such as lawn mowers and spreaders.

●May prune and shape shrubs and trees; spray lawns, trees and shrubs with fertilized, herbicides and insecticides.

●Additional tasks may be assigned as necessary.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Competencies**: To perform the job successfully, an individual should demonstrate the following competencies:

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

 Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Reasoning Ability - Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills - To perform this job successfully, an individual should have knowledge of basic software.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

The Maintenance Technician positions requires at least a high school diploma or an equivalent degree such as a GED and a minimum of two years directly related experience. Plumbing, carpentry or electrical certifications would be a plus.

**Certificates, Licenses, Registrations**:

Must possess a valid California Driver's License and be insurable by the Trinidad Rancheria Insurance Policy.

Obtain Fork Lift Certification

Qualify for and obtain Tribal Gaming License

**Other Qualifications**:

Indian Preference to qualified applicants.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions and high, precarious places. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; extreme cold and risk of electrical shock. The noise level in the work environment is usually moderate.