

**CHER-AE HEIGHTS INDIAN COMMUNITY
OF THE TRINIDAD RANCHERIA**
Job Description

Job Title: Facilities Worker
Department: Facilities
Reports To: Facilities Manager
FLSA Status: Non-Exempt Full Time
Prepared By: Facilities Manager
Prepared Date: 4/12/13 REVISED: 8/9/23
Approved By: Gaylon Rindels
Approved Date: 4/12/13

Summary: Maintains and repairs physical structures of buildings and maintains grounds by performing the following duties.

Essential Duties and Responsibilities: Other duties may be assigned.

Knowledge of electrical, plumbing and carpentry without supervision.

Receives written work orders or verbal instructions from supervisor and completes in a timely manner.

Upkeep of grounds; trimming, raking, mowing, safely weed eating, extraction of weeds. Removal of all litter from the parking lot daily, to include hill sides, all entrances and exits, and Scenic Drive north to Trinidad and south one mile from the Casino. Keep the parking lot and the perimeter of the building swept or blown clean.

Power wash exterior of the Casino Building, porches, and parking lot area, etc. Wash all glass windows and doors.

Clean prize vehicles in Bingo Hall and front entrance as required.

Maintain vents of HVAC systems, replace HVAC filters, and paint as necessary.

Clean and dust ventilation pipes monthly.

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

Preventative maintenance tasks as required.

Assist the Janitorial Department as needed.

Put up and remove decorations and lighting; assist in promotions as required.

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

Janitorial services of all complexes as needed.

Janitorial cleaning for Tribal Office T, Th.

Janitorial cleaning for Public Restrooms five days per week.

Expanding knowledge base on electrical and plumbing and performs basic tasks.

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.

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

High School Diploma or GED and at least one (1) year related experience and/or training; or equivalent combination of general maintenance experience.

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.

Certificates, Licenses, Registrations:

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

Must pass pre-employment Drug Screening

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.

Employee will be required to follow the safety protocols necessary for the various work assigned, including: correct use of tools and equipment, and wearing appropriate protective gear including hardhats, eye protection, gloves, and high visibility vests when needed.

Signature: _____ Date: _____