



Picayune Rancheria
Of the
CHUKCHANSI INDIANS
49260 Chapel Hill Dr., Oakhurst, CA 93644

POSITION DESCRIPTION – Maintenance\Janitorial

Reports to: Tribal Administrator **Department:** Administration

Status: Non-Exempt **Salary Range:** DOE

Summary & Scope of Position:

The Maintenance worker will report directly to the Tribal Administrator. This position will be responsible for maintenance and repair of the PRCI property/ies and ensure all projects are completed. This position also includes a working knowledge of and use of materials, tools, equipment, infrastructure, repairs and facilities.

Primary Responsibilities:

1. Performing repair or general Maintenance work of facilities, buildings, grounds, and equipment at various sites including electrical, carpentry, plumbing, masonry, glazier, and painting tasks.
2. Gardening and Landscape, etc. blowing leaves, weed eating and taking garbage out.
3. Performing minor repairs, troubleshooting, and adjustment of locks on cabinets, closets, desks and doors.
4. Repairing door hinges, cleaning plugged key slots, changing filters on ventilation, heating and air conditioning units.
5. Servicing kitchen, appliances, and emergency equipment, reporting mechanical malfunctions to Supervisor for action.
6. Moving and assisting in transportation of furniture and equipment.
7. Setting up and breaking down cubicle partitions, exercising discretion to identify projects that need higher skilled outside contractor services.
8. Must have strong work ethic and maintain integrity
9. Able to evaluate problems and determine what repairs need to be made or if replacement needs to take place.
10. Strong organizational and follow up skills
11. Ability to maintain focus while working individually

12. Ability to read technical manuals and drawings
13. Eye for detail
14. HVAC, plumbing, and electrical skills are a huge plus
15. Daily janitorial duties include, mopping, cleaning toilets, stocking toiletries, cleaning windows, polish floors, etc.
16. Service, clean, and supply restrooms.
17. Any other duties assigned by supervisor

Requirements and Qualifications:

1. High school diploma or GED
2. Ability to use efficiently various power and hand tools.
3. Ability to maintain Safety measures.
4. Should follow oral or written instructions.
5. Strong time management skills
6. Communicate efficiently and fluently in both written and oral form.
7. Ability to establish and maintain effective and cooperative working relationships.
8. Must maintain confidentiality.
9. 1-2 years of experience preferred
10. Must pass pre-employment drug screen
- 11. *Must have a valid California driver's license and ability to be insurable.***

Waiver of Education or Experience Requirements

Picayune Rancheria of the Chukchansi Indians may waive the education and/or experience requirements based on an evaluation of the experience or demonstrated competence of the proposed applicants.

IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(l), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.

(Employee Signature)

(Date)