



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

**POSITION DESCRIPTION – Leads Maintenance Worker(s), Maintenance
Worker(s)**

Reports To:	Housing Director	Department:	Administration
Status:	Non-Exempt	Salary Range:	\$18.50 per hour/D.O.E.

Summary & Scope of Position:

The Lead Maintenance & Maintenance Worker(s) will report directly to the Housing Director. This position will be responsible for regular/routine maintenance and repair of Tribal housing and ensure all projects are completed timely. This position also includes a working knowledge of and use of materials, tools, equipment, infrastructure, repairs and facilities. Confidentiality is mandatory.

Primary Responsibilities:

- Performs minor skilled plumbing repairs including replacement of washers, unplugging toilets & sinks, snaking drain lines, repair leaking sinks;
- Performs minor repairs or assists in painting, glazing and soft tile laying;
- Completes minor carpentry repairs to include replace of fence boards and posts, locksets, miscellaneous hardware such as cabinet hardware, and repairs to siding and window screens;
- Check and lubricates vent fans, motors, cleans, or replaces furnace filter and vents;
- Checks and cleans smoke and carbon dioxide alarms yearly or as required, checking and recharging fire extinguishers yearly or as required;
- Tests and identifies minor electrical fixtures and outlets for needed repairs;
- Knowledge of safety procedures when dealing with chemicals for cleaning and repairing purposes;
- Home inspections as required, examples would be roofs, ceiling, faucets, flooring, gutters, A/C units, work orders, monthly reports, maintaining an accurate filing system regarding all house maintenance;
- This position will require regular driving for business purposes;
- Maintains confidentiality of information; ensures privacy and maintains security of confidential materials;
- Maintains materials, tools and equipment inventory control ledger;

- Must have strong work ethic and maintain integrity when performing work for residents;
- Ability to communicate clear and concise information;
- Ability to relate well with employees, contractors, and residents;
- Performs other duties as assigned.

Minimum Qualifications

- High School Diploma or equivalency required;
- Minimum of three (3) years experienced as a general maintenance worker;
- Must have own transportation and be insurable;
- Ability to work with minimal supervision;
- Ability to perform work in an efficient and expeditious manner;
- Must have the ability to move and sit for extended period of time;
- Must be able to lift a minimum of 20-50 lbs.
- CA. Driver’s License and be insurable is mandatory.
- Successfully pass drug and alcohol test.
- Successfully pass background check.
- Tribal Preference shall apply

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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. The information contained herein is not intended to be an all inclusive list of the duties and responsibilities of the job, nor are they intended to be an all inclusive list of the skills and abilities required to do the job.

Management may, at its’ discretion, assign or reassign duties and responsibilities to this job at any time. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation and/or other reasons.

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

(Approval Signature)

(Date)

(Employee Signature)

(Date)