



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

POSITION DESCRIPTION – Maintenance Worker

Reports To:	TTP/EPA Director	Department:	TTP
Status:	Non-Exempt	Salary Range:	D.O.E.

Summary & Scope of Position:

The Maintenance Worker will report directly to the TTP/EPA Director. This position will be responsible for regular/routine maintenance and repair of tribal roads 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 skilled road repairs including maintenance and repairs on bridges and/or to operate work trucks and to perform related duties and responsibilities as required;
- Must have experience with different types of heavy equipment;
- Performs minor repairs or assists in weed abatement and brushing;
- Check and lubricates vent fans, motors, cleans, or replaces furnace filter and vents;
- Tests and identifies minor electrical fixtures and outlets for needed repairs;
- Knowledge of safety procedures when dealing with chemicals for cleaning and repairing purposes;
- 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

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Must be able to multitask and complete tasks as given.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is required to frequently stand, walk, sit, bend, twist, talk, and hear. There are prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with vendors and staff. The employee must be able to access and navigate each department at the organization's facilities.

MENTAL DEMANDS

There are several deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

PRCI TRIBAL PREFERENCE

For purposes of hiring, promotions, transfers, and training all candidates must possess the "Minimum Qualifications" stated in the job description or job announcement. Minimum Qualifications are defined as those entry-level qualifications essential to the performance of the basic responsibilities for each job category, including but not limited to education, training, specific work experience, employment record and physical skills (where applicable). Preference shall be given with respect to personnel decisions, layoffs, recalls, promotions, transfers, training and hiring. First, enrolled Tribal Members who meet the Minimum

Qualifications shall not be denied if another individual at a lower preference has higher qualifications than are necessary for the position. Second, after preference is provided to enrolled Tribal Members, Native Americans who are enrolled members of a federally recognized tribe other than Picayune Rancheria of the Chukchansi Indians shall be provided preference over equally qualified non-Indian candidates, however if the non-Indian candidate is more qualified, a business decision may be made to hire or promote the best candidate. If more than one person at the same preference level meets the Minimum Qualifications the decision-makers shall have discretionary authority to make the appropriate business decision in the best interest of the Tribe. Accordingly, when preparing job descriptions or job announcements care should be taken to establish qualifications that fit the desired needs of the position.

INDIAN PREFERENCE STATEMENT

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

(Approval Signature)

(Date)

(Employee Signature)

(Date)