



BIG PINE PAIUTE TRIBE OF THE OWENS VALLEY
Big Pine Paiute Indian Reservation

POSITION: Maintenance Technician
SUPERVISED BY: Housing Manager
SALARY: DOE (Starting Range: \$17-\$19.50/hr)
TIME BASE: Full-time, with benefits

GENERAL STATEMENT OF RESPONSIBILITY: The Maintenance Technician is responsible for maintenance of CDD housing developments and grounds. This person performs carpentry, electrical, and plumbing repairs and other general repairs in response to service requests and inspections at assigned housing units. The Maintenance Technician is part of the CDD team that works to provide housing services in an effective and efficient manner.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES: Will include, but not be limited to the following:

1. Make daily rounds of housing units and grounds to identify maintenance needs
2. Repairs or replaces wiring and parts for electrical outlets, switches, light fixtures and breaker switches/fuses. Checks for and repairs gas leaks.
3. Repairs or replaces plumbing fixtures and fittings: showers, leaky faucets, clogged drains and sewer lines, damaged toilets, and sinks.
4. Makes carpentry repairs/replacements to damaged walls, roofs, woodwork, floors, gutters and downspouts, windows, cabinets, doorbells, peepholes, and clotheslines. Makes drywall repairs, textures, and paints as part of the “make ready” procedures.
5. Makes or reinforces and installs/replaces window and door screens; door knobs and deadbolt locks.
6. Repairs or replaces tile floors, various appliances and equipment including refrigerators, gas and electric stoves, heaters, electric motors, water heaters, and smoke detectors. Services swamp coolers and HVAV units, woodstoves and pellet stoves.
7. Conducts inspections of all units under maintenance or as assigned, to determine condition and need for routine and non-routine maintenance and repair.
8. Conducts inspections of rental units at move-in and move-out, noting items to be repaired and provides cost estimates, as assigned.
9. Responsible for conducting and maintaining CDD property inventories including CDD vehicles, equipment, and supplies. Responsible for maintaining a clean storage area where such equipment is kept.
10. Works on emergency work orders after normal work hours when “on call” duty.
11. Maintains reports on home/rental maintenance repairs performed for submission to the Housing Manager and placement in participant files.
12. Insures that all housing units are protected against fire and other threats by providing and maintaining such items as fires extinguishers, smoke alarms, carbon monoxide detectors, inspecting and maintaining these items in each unit in good working condition.
13. Performs administrative duties such as processing work orders and preparing written forms for vehicle usage, gas, mileage, and inspections.
14. Prepares a written monthly report to Supervisor and Housing Committee on maintenance activities and duties.
15. Performs other maintenance related duties when assigned by Housing Manager.
16. Create estimates for Housing projects
17. Be familiar with building codes.

SUPERVISORY RESPONSIBILITIES: May be responsible for the supervision of TERO workers, Force Account Construction workers, or others, as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Discretion, decision making and organizational skills, attention to detail and confidentiality are essential characteristics of the job. The ability to work a flexible schedule and attend out-of-area trainings/meetings as well as the ability to multi-task while being personable and maintaining a professional demeanor are also essential.

MINIMUM QUALIFICATIONS – EDUCATION and/or EXPERIENCE:

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.

- Five years experience in building maintenance or vocational training in the areas of carpentry, plumbing, and electrical repairs, or an equivalent combination of education and experience.
- Good working knowledge of techniques, methods, materials, and equipment used in plumbing, carpentry, and electrical repairs, and the repair of household appliances, and heating systems. Must be able to read and interpret housing plans and blueprints.
- High degree of skill in one or more trade crafts and working knowledge of all maintenance crafts. Successful completion from an accredited trade school or will consider accumulation of work experience in the area of building trades, home construction or directly related experience in home and building maintenance.
- Skilled in use of various hand and power tools and testing equipment.
- Ability to read and understand moderately complex repair manual, instructions/warnings on cleaning agents, write service requests, maintenance reports and inspection reports.
- Must be in good physical health and may be required to submit to a physical examination
- Must possess a valid State of California driver's license and be insurable with Tribe's insurance carrier.
- Must pass pre-employment and random drug screening.

Language Skills: Ability to communicate effectively both orally and in writing and able to interact with members of various public agencies and members of the Tribal community.

Computer Skills: Must be proficient with computers and have knowledge and experience with Microsoft Word and Excel: create bids; type reports, material lists, work orders, purchase orders, check requests; and format pictures to word documents. Able to use an email program.

Mathematical Skills: Ability to calculate and compute measurements and other required computations.

Reasoning Ability: Work performed is mostly routine and repetitive in nature. Occasionally complex tasks may require the exercise of sound judgment in making decisions to accomplish assigned work.

Physical Demands: The employee must operate hand and power tools and equipment. Normal physical activity can be strenuous and may involve prolonged standing, walking, reaching, bending, crouching, stooping, and lying prone. The employee must use arm strength to manipulate hand tools such as saws, sanders and jointers. The employee must occasionally push, pull and/or lift objects up to and over 50 pounds. Work requires spatial perception and a combination of finger and manual dexterity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The employee works indoors and outdoors and is exposed to weather extremes. The employee may occasionally be exposed to electrical shock hazards, dangerous heights, dangerous chemicals, and skin irritants (e.g. cleaning solutions, solvents and insecticides). The employee may be required to use goggles, gloves, safety boots, masks, lumbar support belts, and other safety equipment.

Indian Preference applies to this position pursuant to the Big Pine Tribal Employment Rights Ordinance (TERO) No. 00-88 and the Indian Self-Determination and Education Assistance Act (24.U.S.C. 450, et. seq.) 25 CFR 271.44) and other relevant laws.

Deadline to apply: Interested individuals must complete a Big Pine Tribal Application which must be received by the Big Pine Tribal Office no later than Tuesday, November 13 at 5:00 p.m. Applications are available on the Tribe's website: www.bigpinepaiute.org or at the Tribal Office, 825 S. Main Street, Big Pine, CA 93513.