



## ***Picayune Rancheria of the Chukchansi Indians***

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93644

Phone (559) 412-5590 – Fax (559) 666-3321

---

---

### **JOB DESCRIPTION – MAINTENANCE WORKER**

---

---

**Reports To:** General Manager

**Department:** Tribal Nation Flower Company

**Status:** Non-Exempt

**Salary Range:** \$22 - \$25 per hour

---

#### **SUMMARY & SCOPE OF POSITION:**

This is a part time (1 day or 8-hour shift per week) position will be responsible for regular and routine maintenance, repairs. The Maintenance Worker will report directly to the General Manager of Tribal Nation Flower Company. This position also includes a working knowledge of and use of materials, tools, equipment, infrastructure, repairs, and facilities. Confidentiality is mandatory.

#### **PRIMARY DUTIES and/or RESPONSIBILITIES:**

- Performs routine landscaping and lawn care.
- Performs minor plumbing repairs including replacement of washers, unplugging toilets & sinks, snaking drain lines, repair leaking sinks.
- Performs minor repairs.
- Completes minor carpentry (rough & finish) repairs to include replacing fence boards and posts, locksets, miscellaneous hardware such as cabinet hardware, and repairs to siding and window screens.
- Check and lubricate vent fans, motors, cleanings.
- 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.
- Facility 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 area 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.
- Maintains a maintenance preventive log for all maintenance equipment.
- Must have a 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 management.
- Digging trenches and backfill holes to prepare for the worksite.
- Following instructions from managers and/or supervisors.
- Loading and unloading maintenance materials.
- Performs the various physical tasks required on a worksite to complete projects on time.
- Physical strength when performing heavy labor that is required from maintenance workers such as lifting materials.
- Physical stamina to handle the long hours of performing strenuous work during the day in hot or cold weather.
- Must be able to climb and handle a ladder.
- Performs all other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Must have a valid CA. Driver's License and be insurable. No restriction.
- High School Diploma or equivalency required.
- Experience in general maintenance in a professional manner.
- Ability to work with minimal supervision.
- Ability to perform work efficiently and expeditiously.
- Must have the ability to move and sit for an extended period of time.
- Must be able to lift a minimum of 20-50 lbs.
- Successfully pass drug and alcohol test.
- Successfully pass a 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 fifty (50) 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.

**PRCI TRIBAL PREFERENCE:**

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

**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.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Representative Signature

\_\_\_\_\_  
Date