



TAOS PUEBLO JOB DESCRIPTION

JOB TITLE: Maintenance Worker
PAY GRADE: NE8
FLSA STATUS: Non-Exempt
DEPARTMENT: IDC
REPORTS TO: Facilities Manager

GENERAL PURPOSE:

Performs basic preventive maintenance, housekeeping, and repair on Tribal buildings and facilities.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

ESSENTIAL FUNCTIONS:

Conducts minor electrical, plumbing and non-structural maintenance and construction repairs.

Performs preventative maintenance on heating, ventilation, air conditioning units and other equipment. Performs regularly scheduled inspection of belts and hoses; replaces filters; replace or repair broken parts.

Replaces light bulbs.

Replaces broken windows and blinds.

Repairs doors and door locks.

Mixes prepared paints and paints a variety of exterior and interior surfaces.

Ensures outside grounds are clean, well kept, removes snow as needed.

Determines material list of supplies needed for each work order.

Obtains estimates for supplies, repair parts and order as necessary.

Maintains repair and service schedules.

Observes safety rules, and ensures and maintains a safe environment.

Performs housekeeping duties as needed.



Performs other duties as assigned.

SUPERVISION EXERCISED:

N/A

MINIMUM QUALIFICATIONS:

High School Diploma or GED. Experience in maintenance of facilities preferred. Valid New Mexico driver's license with ability to meet Pueblo's liability insurance requirements and maintain eligibility for insurance. Must be able to pass drug test and background check, with NO prior convictions of any felonies.

Taos Pueblo reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.

KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of use of maintenance tools, chemicals, cleaners, and disinfectants.
- Knowledge of the methods and practices used in preventive maintenance and repair work.
- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of rough and finish carpentry.
- Skill in the safe operation of power tools and shop equipment.
- Skill in diagnosing and repair of equipment.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to understand and follow oral and written instruction.
- Ability to prepare and maintain work orders.
- Ability to use hand tools and electrical tools.
- Ability to prioritize and accomplish tasks within strict deadlines.
- Ability and willingness to learn theory and principles, and to become certified in a variety of building trades.
- Ability to work alone or in a team.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required stand and walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to talk or hear. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.



WORK ENVIRONMENT

Work is performed both indoors and outdoors. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Hearing protection must be worn when operating saws, weed cutter, lawn mower and other loud equipment. Standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

EMPLOYEE'S CERTIFICATION:

I acknowledge receipt of this job description and understand the job description is subject to change by Taos Pueblo as the needs of the employer and requirements of the position change.

Employee's Signature

Date