

Job Title:	Maintenance Crew Worker			Job Code	Grade 3/Step 1-10
Department	YEDC	Program Area		Location	Klamath
Reports To:	YEDC Maintenance Supervisor			FLSA Status	Non Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE					
Salary Range	\$15.00 - \$19.57				

POSITION SUMMARY:

Incumbent is under the direct supervision of the YEDC Maintenance Supervisor, who assigns the work and reviews job performance. Performs general maintenance, cleaning and other tasks as assigned.

DUTIES AND RESPONSIBILITIES:

1. Repair and maintain physical structures of all YEDC office buildings, RV parks, mobile home park, and businesses using hand tools and power tools.
2. Paint structures, and repair woodwork with carpenter's tools.
3. Build sheds and other outbuildings.
4. Perform preventive building maintenance duties, caulk windows and doors, repair and replace broken windows.
5. Perform routine plumbing repairs such as unstopping toilets, sinks or urinals, fixing water leaks, leaking faucets, and water fountains.
6. Perform routine electrical repairs such as changing light bulbs or fluorescent lamps and assists in repairing ballast and light fixtures.
7. General maintenance and repair. Work orders: assess situation; assemble necessary tools and materials.
8. Preserve physical appearance of all YEDC buildings.
9. Clean all floors, floor coverings, walls, windows, window coverings, kitchens, restrooms, and etc.
10. Maintain exterior of building by using pressure washer; When necessary, ~~the~~ painting of both the interior and exterior of businesses.
11. Clean vacant rental units and prep for new tenants.
12. Tasks include the pickup and dumping of all refuse and building debris from all YEDC buildings and roadways.
13. Landscape YEDC businesses such as brush clearance, trim brush, mowing, picking up garbage, etc.
14. Attend and participate in required meetings.
15. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, and demonstrates group presentation skills.
- Knowledge of occupational hazards and safety precautions.
- Skilled in following safety practices and recognizing hazards.

- Skilled in using hand and power tools.
- Knowledge of terminology used in building maintenance and repair.
- Ability to communicate/follow instructions orally and in writing.
- Valid California driver license and good driving record.
- Work as a team member, providing support and assistance to other staff members.

SUPERVISORY RESPONSIBILITIES:

No supervisory required.

EDUCATION/EXPERIENCE:

- High school diploma required or GED equivalent.
- A minimum of 2 years working in Facilities/Maintenance field and/or equivalent experience.
- Ability to operate a motor vehicle.
- Ability to get safety certified to use machine equipment.

CONDITIONS OF EMPLOYMENT:

- Manual labor.
- Use of equipment and tools.
- Lift and/or move over 40 pounds.
- Specific vision abilities required by this job include close, distance, and color vision, depth perception, and the ability to adjust focus.
- Field conditions are weather-dependent and may be windy, hot, dusty, cold, muddy and/or wet depending on the season and the degree of exposure.
- Work may be conducted independently or with a group.
- Must pass a background check
- Must pass a pre-employment drug screening

I, _____, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all YEDC policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date