



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS: MAY 2, 2018 **CLOSES:** MAY 16, 2018
JOB TITLE: MAINTENANCE / ELECTRICIAN **DEPARTMENT:** EMERGENCY HOUSING REPAIR
REPORTS TO: EXECUTIVE ADMINISTRATIVE ASSISTANT **HOURS:** FULL TIME – 40 HRS/WK
SALARY: BASED ON SALARY MATRIX + BENEFITS

POSITION SUMMARY:

Responsible for maintenance and carpentry of properties managed by Property Management. This includes electrical, plumbing, maintenance, landscaping and carpentry work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Trouble shoot electrical problems as well as installing light fixtures, outlets, switches, circuits, etc.
2. Carpentry work such as repairing damaged walls, doors, doorframes, broken windows, builds, texture and paint as needed.
3. Plumbing repairs such as installing toilets, sinks, faucets, and plumbing to these areas.
4. Operate heavy equipment such as a tractor, dump truck, riding lawn mower, etc.
5. Landscaping, mowing, trimming, pruning shrubs and edging.
6. Maintenance of Tribal owned properties.
7. Carpet cleaning and replace damaged areas as needed.
8. Install residential fire alarms & security systems
9. Install and if needed to hard wire water heaters & kitchen appliances
10. Repair or replace flooring when needed, (vinyl, laminate hardwood, carpet etc.)
11. Reports and recommends necessary facility repairs to supervisor
12. Be available for after hours & weekend if needed.
13. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS AND REQUIREMENTS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED) required.

Three or more years of maintenance experience required.

Electrical Experience,

Minimum of three (3) years electrical work experience.

Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Required Skills & Experience

- Must have and maintain a valid and unrestricted Driver’s License and proof of auto insurance required. Driver’s License must not contain any restrictions that would otherwise prevent an employee from operating a GSA vehicle and complying with the Tribe’s Vehicle Use Policy.
- May be required to successfully pass a background check prior to hire, and periodically throughout employment thereafter.
- Must have an excellent attendance record.
- Ability to read, analyze and interpret property maintenance procedures and directives.
- Knowledge of various equipment, lawnmower, trimmer, chainsaw, pressure washer, and power tools.
- Ability to work cooperatively and positively with others.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 75 pounds. The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; extreme cold; extreme heat; and risk of electrical shock.
- The noise level in the work environment is usually moderate to loud.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: jobs@puyalluptribe.com

*Note: Applications & copies of job announcements available at Rm. # 157
or online at www.puyallup-tribe.com*