



## SUSANVILLE INDIAN RANCHERIA

745 Joaquin  
Susanville, CA 96130

### POSITION ANNOUNCEMENT

POSITION: Maintenance/Facilities Manager  
DATE OF ANNOUNCEMENT: March 28, 2016  
CLOSING DATE: April 14, 2016  
HOURS: Full Time  
SALARY: DOE

#### **GENERAL STATEMENT OF RESPONSIBILITIES:**

Performs water system maintenance, building and grounds maintenance, and make minor repairs to Susanville Indian Rancheria identified facilities (including air conditioning, plumbing, minor electrical, window and door repairs, drywall repair, painting, etc.).

#### **SPECIFIC RESPONSIBILITIES:**

1. Supervises Custodial and Maintenance crews to ensure work completed in a timely and accurate manner.
2. Orders all janitorial supplies to maintain an adequate level of supplies and ensuring shelf life limits are adhered to.
3. Supervises the maintenance and repair of streets and sidewalks with asphalt, cold patching materials, and concrete.
4. Supervises the operation of snow removal equipment to maintain streets, sidewalks, and driveways.
5. Supervises the maintenance and replacement of road and traffic signs.
6. Develops periodic maintenance system and maintains Rancheria water lines and water storage tank.
7. Supervises the reading of water meters and records reading on log sheets, turns off water for delinquent accounts.
8. Operates backhoe to dig trenches for water and sewer pipe.

9. Maintains and repairs Rancheria buildings' air conditioning, plumbing and electrical systems, including replacing worn or defective parts such as switches and fuses.
10. Supervises the changing of filters on heating and A/C units on a regular basis.
11. Supervises the replacement of florescent and incandescent lights, as needed.
12. Supervises the maintenance and repair of building brick, stone, and concrete.
13. Supervises the maintenance and repair of wood parts of buildings.
14. Supervises the maintenance and repair of drywall in buildings.
15. Supervises the painting of interior/exterior walls and trim.
16. Supervises the repair of building glass windows.
17. Supervises the maintenance and repair of Rancheria buildings' sheet vinyl, VCT tile and carpeting.
18. Supervises the movement of furniture, office equipment, and miscellaneous items between buildings.
19. Supervises the maintenance and repair of sewer lines.
20. Supervises the maintenance of Rancheria property, grounds, and parks in a clean and orderly condition including mowing, weed eating, edging, weed eradication, fertilizing, winterizing sprinkler system and exterior faucets, watering automatically and by hand, snow removal and spreading salt when needed, pruning and shaping of trees and bushes.
21. Supervises the use of hand tools to work soil and remove weeds, undergrowth, and debris from landscaped areas.
22. Drives truck and loads fallen tree limbs and roadside trash onto truck, and delivers refuse to landfill.
23. Supervises the replacement of worn or damaged parts such as hoses, wiring, and belts, in machines and equipment such as snow plow truck, lawn mower, etc.
24. Observes safe working practices, including maintaining storage areas in safe working conditions.
25. Reports all safety or fire hazards immediately. Correct deficiencies when possible. Obtain necessary work orders for repairs.

26. Distributes work orders based upon the priority status designated on the work order. Work orders will be considered complete when passing all SIR quality and safety standards. Advises the supervisor if the work order cannot be completed in a timely manner.
27. Maintains accurate records of work performed and material used.
28. Contributes to the team effort by participating in the Susanville Indian Rancheria's facility-wide program improvements, goals, and standards.
29. Other duties as assigned.

**QUALIFICATIONS:**

1. High School Diploma or equivalent
2. Two years work experience in maintenance work preferred.
3. Demonstrated skills in the use of tools and equipment in the air conditioning, building, electrical, and mechanical trades.
4. Working knowledge of the methods, tools, and practices in air conditioning, carpentry, electrical, painting and plumbing trade.
5. Working knowledge of materials and equipment used in building and ground maintenance.
6. Two years experience in the use and minor maintenance of hand and power tools and equipment used in janitorial and groundskeeper work.
7. Knowledge of proper cleaning methods, and the safe usage of cleaning materials, disinfectants, custodial tools and equipment.
8. Knowledge of safety practices and equipment related to work.
9. Completing assignments independently without immediate supervision.
10. Establishing and maintaining effective working relationships with those encountered in the course of the work.
11. Ability to make accurate estimates of time and materials required for repairs and maintenance work.
12. Ability to keep records and reports.
13. Understanding and following written and oral instructions.
14. Current CPR card with at least one year experience.

15. Must be willing to work evenings and weekends as required.
16. Must regularly maneuver equipment weighing up to 40 pounds.
17. Valid drivers license with no more than 5 MVR points and insurable as determined by the Susanville Indian Rancheria insurance carrier.
18. Ability to relate to Native Americans.
19. Must possess, or be in the process of obtaining, a current Water Distribution – Level One Certificate.
20. Preference will be given to Native Americans (42 CFR 36.221).