



SUSANVILLE INDIAN RANCHERIA

745 Joaquin
Susanville, CA 96130

POSITION ANNOUNCEMENT

POSITION: SIR MAINTENANCE WORKER
DATE OF ANNOUNCEMENT: May 5, 2016
CLOSING DATE: May 15, 2016
HOURS: Full Time
SALARY: \$10.00 – \$13.00/Hour

GENERAL STATEMENT OF RESPONSIBILITIES:

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

SPECIFIC RESPONSIBILITIES:

1. Repairs streets and sidewalks with asphalt, cold patching materials, and concrete.
2. Removes snow manually to maintain streets, sidewalks, and driveways.
3. Removes and replaces damaged road and traffic signs.
4. Maintains Rancheria water lines and water storage tank.
5. Maintains and repairs Rancheria buildings' plumbing and electrical systems, including replacing worn or defective parts such as switches and fuses.
6. Changes filters on heating and A/C units on a regular basis.
7. Replaces florescent and incandescent lights, as needed.
8. Repairs or replaces building brick, stone, and concrete.
9. Maintains and repairs wood parts of buildings.
10. Performs basic mechanical maintenance on Backhoe, Bobcat, Fleet Vehicles, etc.

11. Maintains and repairs drywall of buildings.
12. Paints interior and exterior walls and trim.
13. Cleans buildings, washes windows, and empties trash cans.
14. Moves furniture, office equipment, and miscellaneous items between buildings.
15. Maintains grounds on Rancheria property and parks in a clean and orderly condition. Responsibilities include: 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.
16. Uses hand tools to work soil and remove weeds, undergrowth, and debris from landscaped areas.
17. Cleans areas around walkways and parking lots.
18. Replaces worn or damaged parts such as hoses, wiring, and belts, in machines and equipment such as snow plow truck, lawn mower, etc..
19. Observes safe working practices, including maintaining storage areas in safe working conditions.
20. Reports all safety or fire hazards immediately. Corrects deficiencies when possible. Obtains necessary work orders for repairs.
21. Responds to 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.
22. Contributes to the team effort by participating in the Susanville Indian Rancheria's facility-wide program improvements, goals, and standards.
23. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Minimum one year work experience in a maintenance-related field.
3. Must be willing to work evenings and weekends as required.

4. Must be able to regularly maneuver equipment weighing up to 40 pounds.
5. Demonstrated skills in the use and maintenance of tools and equipment in building, electrical, and mechanical trades.
6. Knowledge of proper cleaning methods, and the safe usage of cleaning materials, disinfectants, custodial tools and equipment.
7. Knowledge of proper handling and disposal of bio-hazards.
8. Ability to complete assignments independently without immediate supervision.
9. Ability to keep records and reports.
10. Ability to understand and follow written and oral instructions.
11. Valid California Driver's license with no more than 5 MVR points and insurable as determined by the Susanville Indian Rancheria insurance provider.
12. Must have the ability to relate to Native Americans.

Native American Preference applies