



JOB OPPORTUNITY

SIRCO PROPERTY MANAGEMENT

Position: Full time Maintenance Worker 1
Department: Maintenance
Reports To: Maintenance Supervisor

SCOPE AND MAIN PURPOSE OF JOB:

Assist with the total maintenance of the building and grounds, including the proper functioning of equipment at all times.

Maintain and repair streets, sidewalks, roadways, water systems, and building. Regularly repair and/or replace heating and cooling systems, plumbing, electrical systems, and building exteriors. Maintain and/or repair landscaping and fencing. Will provide other services and perform other duties as assigned. All duties will be performed with safety as a priority and reports or corrects all safety hazards immediately.

**Preference given to qualified Susanville Indian Rancheria Tribal members.
Indian preference granted in accordance with PL 93-638**



JOB DESCRIPTION

POSITION TITLE: Maintenance Worker I
DEPARTMENT: Maintenance
REPORTS TO: Maintenance Supervisor

SCOPE AND MAIN PURPOSE OF JOB:

Assist with the total maintenance of the building and grounds, including the proper functioning of equipment at all times.

SYNOPSIS OF DUTIES:

Maintain and repair streets, sidewalks, roadways, water systems, and buildings. Regularly repair and/or replace heating and cooling systems, plumbing, electrical systems, and building exteriors. Maintain and/or repair building exteriors including landscaping and fencing. Will provide other services and perform other duties as assigned. All duties will be performed with safety as a priority and reports or corrects all safety hazards immediately.

PREREQUISITES:

EDUCATION: High school graduate or equivalent. Training certificate in at least one of the trades preferred. Ability to work independently. Able to understand and follow written and oral instructions in the primary language used in the workplace.

EXPERIENCE: Minimum of six months in the trades.

PHYSICAL: Standing, walking, bending, carrying, and lifting up to 50 pounds regularly, with help lifting up to 200 pounds occasionally. Grasping, manual dexterity, and hand-eye coordination.

OTHER: Must have a valid driver's license and qualify for insurance coverage to operate company vehicles.