



# Walker River Paiute Tribe

*Human Resources Department*

## **JOB ANNOUNCEMENT**

Job Title:	Maintenance Worker II	Supervisor:	Executive Director
Department:	Maintenance	Location:	Housing
Salary Range:	\$17.15-\$22.98 DOE	Pay Grade:	8
FSLA Status:	Non-exempt	Type:	Full-Time
Open Date:	December 02, 2020	Close Date:	December 14, 2020

**DEFINITION:** Works under immediate supervision of the Executive Director. Performs necessary preventive maintenance work needed on housing units. Must be able to complete necessary tasks and complete work orders on housing units in a timely manner. This position includes a working knowledge of use of materials, tools, equipment, infrastructure, repairs and facilities.

### **DUTIES & RESPONSIBILITIES:**

1. Properly repairing/renovating of residential units utilizing appropriate safety precautions and tools.
2. Working knowledge of basic skills in three or more of the maintenance skills required; i.e. carpentry, painting, plumbing, mechanical, electrical, air conditioning, heating systems, hand tools, mechanical equipment and/or motor mechanics.
3. General knowledge to operate light to heavy equipment. Repair, replace and maintain property as scheduled; for example: remove windows in a safe and proper manner, replace water heaters, basic plumbing, knowledge of pellet stoves, etc.
4. Account for and maintain an inventory log of all tools, equipment, materials and fixtures used in performance of job.
5. Listen to suggestions of participant regarding the project and report suggestions back to the Executive Director.
6. Perform duties as directed by the Executive Director, not the participant in accordance with work order processes.
7. Notify the Executive Director immediately when a problem with equipment or damage of property has occurred and handling any emergency maintenance problems.
8. Have a general working knowledge of performing maintenance and ability to follow Walker River Housing Department's (WRHD) policies.
9. Complete all work orders and assignments in an efficient and expeditious manner.
10. Perform other related duties as assigned, may work long hours to complete project or may be called out on weekends.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to exercise initiative and sound judgement in carrying out the responsibilities of the position in a professional and businesslike manner.
- Must possess knowledge and experience in Indian Housing and Maintenance Programs.
- Ability to complete written reports as required.

- Excellent interpersonal skills and ability to work well with people and participants.
- Trouble shooting of appliances, fireplace inserts, etc.
- Ability to work in teamwork environment with a willingness to assist the team in completing various projects.
- Ability to work with minimal supervision.
- Knowledge of the use of appropriate tools, materials, equipment and facilities.
- Willingness to learn the current policies and procedures of the Walker River Housing Department.
- Ability to lift 50 pounds.
- Ability to establish and maintain effective working relationship with WRHD staff and participants.
- Ability to perform required record keeping and inventory control tasks following departmental policies.
- Sensitivity to the Native American culture and traditions, customs and socioeconomic needs.

**QUALIFICATIONS:**

1. High School diploma or its equivalent with two (2) years of experience in maintenance or related field.
2. Valid Nevada Driver's License and insurable under WRHD's vehicle insurance policy and maintain that insurability throughout the duration of employment in this position.
3. Must provide a current DMV driving record.
4. Must possess or willing to acquire OSHA certification.
5. Must be able to pass a pre-employment drug/alcohol screening.
6. Must successfully pass a background check.

For applications contact Human Resource at the Tribal Administration Building,  
Walker River Paiute Tribe, P.O. Box 220, Schurz, Nevada 89427;

Call (775) 773-2306, ext. 315, Fax (775) 773-2358 or E-mail: [wfrank@wrpt.org](mailto:wfrank@wrpt.org)

<http://www.wrpthumanresources.com/>

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Walker River Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.