



# MESCALERO APACHE TRIBE

## JOB ANNOUNCEMENT

<b>Position Title:</b>	<b>Maintenance Worker</b>	
<b>Department:</b>	<b>Tribal Maintenance Department</b>	
<b>Employment Status:</b>	<b>Non-Exempt</b>	<b>Grade: NE7</b>
<b>Opening date:</b>	<b>JANUARY 6, 2025</b>	<b>Closing date: JANUARY 17, 2025</b>

### Job Summary

Performs a variety of skilled work in maintenance, grounds keeping, and repair on homes and tribal buildings.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found or assigned to this position.*

### Duties and Responsibilities

- Performs duties as assigned by Tribal Maintenance Director or Supervisor through an established Chain of Command.
- Evening, weekend, and/or holiday work including extended hours or irregular shifts will be required.
- Maintains and promotes improvement of workplace safety and environmental practices using established practices and procedures.
- Performs maintenance and repair work to privately owned homes and tribal buildings.
- Inspects worksite for damage to determine scope of work and time involved.
- Determines a list of material and supplies to complete repairs for each work order.
- Estimates materials and supplies necessary to complete repairs and/or installation work.
- Adjusts functional parts of various home systems and control instruments, using tools as required.
- Completes standard repairs to electrical system fixtures including switches, outlets, ballasts, and circuit breakers.
- Troubleshoots furnace units by performing maintenance; including standard repair or replacement of components; cleaning heating and cooling fan coil units, and adjustment of system controls.
- Performs maintenance or installation of various types of appliances such as ranges, refrigerators, and water heaters.
- Installs, repairs, and modifies structures using measuring skills for accuracy to perform carpentry duties.
- Performs carpentry skills by repairing framing for roofs, floors, walls, doors and windows.
- Repairs or replaces interior/exterior doors, which may include knobs, locks, and other hardware.
- Repairs small drywall jobs on walls, floors, and ceilings.
- Performs maintenance on decks, railings, steps, and ADA accessible ramps.
- Repair, patch, pour concrete sidewalks, and stucco siding.
- Performs maintenance or installation of woodstoves, chimneys, and other necessary parts.
- Performs installation, repair, and maintenance of plumbing systems including fixtures, components and parts including hot and cold water lines, sewer lines, drains, clean outs, toilets, sinks, and bathtubs.
- Performs installation of water faucets, pressure regulators, shut off valves, and meters.
- Assists with tribal ceremonies such as getting ceremonial tee pee poles, brush, wood, and water.
- Inspects, cleans, maintains, and secures assigned vehicle on a daily basis.
- Inspects, cleans, repairs, and secures tools, machinery, and mechanical equipment daily.

- May operate heavy equipment.
- Assists with preparing gravesites for tribal members.
- Performs assigned winter functions such as snow removal from sidewalks and parking lots.
- Attends training classes and seminars on safety, first aid, equipment/machinery operation, and related topics to maintain and enhance job knowledge.
- May assist repairing tires.

### **Minimum Qualifications**

- Two year work experience in related home repair skills such as plumbing, electrical, carpentry or maintenance.
- Must have a valid NM Driver's License. Must pass driver's license check by the tribe's vehicle insurance company.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

***Tribal preference and Native American Indian preference shall apply to all positions.***

### **Knowledge, Skills and Abilities**

- Knowledge of safety operations and procedures, safety methods and practices.
- Must have the ability and skill in the safe operation of power tools and shop equipment.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to communicate effectively both verbally and in writing.
- Ability to understand and follow oral and written instruction.
- Knowledge of the methods and practices used in preventive maintenance and repair work.
- Knowledge of principles and practices used in the skilled trades, including HVAC, electrical, plumbing and carpentry.
- Skill of managing multiple projects and meeting strict deadlines.
- Ability to maintain and complete assigned work orders.

### **Physical Demands**

While performing the duties of this job, the employee frequently is required to stand, walk, stoop, kneel, crouch, or crawl. Reach with hands and arms to handle, carry, or feel. The employee regularly is required to climb or balance; and talk or hear. The employee occasionally is required to sit and taste or smell. The employee must occasionally lift and/or move up to 100 pounds.

### **Work Environment**

Work is generally performed both in an inside setting with a moderate to high noise level and outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are required may occur. Evening, weekend, and/or holiday work including extended hours or irregular shifts will be required.