



MESCALERO APACHE TRIBE Position Description

Position Title: Maintenance Worker
Department: Mescalero Apache Tribal Maintenance Department
Employment Status: Non-Exempt

OPENING DATE: February 7, 2019

CLOSING DATE: February 22, 2019

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 maintenance and repair work to privately owned homes and tribal buildings.
- Determines a list of material and supplies to complete repairs for each work order.
- Maintains and completes assigned work orders. Completed work orders are to be submitted to the Tribal Maintenance Office.
- Adjusts functional parts of various home systems and control instruments, using hand and power tools as required.
- Completes standard repairs to electrical system and fixtures including switches, outlets, ballasts, and circuit breakers.
- Installs, repairs, and modifies structures using measuring skills for accuracy to perform carpentry duties.
- Performs carpentry skills by repairing roofs, framing, footings, steps, doors and windows.
- Repairs and replaces interior/exterior door knobs, locks, and other hardware as necessary.
- Repair walls, floors, ceilings, and small drywall jobs.
- Repair, patch, pour concrete sidewalks, and stucco siding.
- 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.
- Troubleshoots furnace units by performing maintenance; including standard repair and 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.
- Performs maintenance or installation of woodstoves, chimneys, and other necessary parts.
- Inspects, cleans, maintains, and secures assigned vehicle on a daily basis.
- Ensures proper care in the use and maintenance of equipment and supplies.
- Inspects, cleans, repairs, and secures tools, machinery, and mechanical equipment daily.
- May operate heavy equipment.
- Assists with tribal ceremonies such as getting ceremonial tee pee poles, brush, wood, and water.
- Assists with preparing gravesites for tribal members.
- Performs assigned winter functions such as snow removal from sidewalks and parking lots.
- Maintains and promotes improvement of workplace safety and environmental practices using established practices and procedures.

- Attends training classes and seminars on safety, first aid, equipment/machinery operation, and related topics to maintain and enhance job knowledge.
- Performs other duties as assigned by Tribal Maintenance Director or Supervisor through an established Chain of Command.

Minimum Qualifications

- One year work experience in related home repair skills such as plumbing, electrical, carpentry or maintenance.
- Must have a valid NM Driver's License.
- 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.
- Knowledge of the methods and practices used in preventive maintenance and repair work.
- Knowledge of rough and finish carpentry.
- Skill in the safe operation of power tools and shop equipment.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to understand and follow oral and written instruction.
- Ability to maintain and complete assigned work orders.
- Ability to use hand tools and electrical tools.

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.

PLEASE SUBMIT YOUR APPLICATION TO THE MESCALERO APACHE HUMAN RESOURCES DEPARTMENT. IF YOU HAVE ANY QUESTIONS PLEASES CALL (575) 464-9276.