



MESCALERO APACHE TRIBE Position Description

Position Title: Maintenance Worker I (2 position)
Department: Mescalero Apache Tribal Maintenance Department
Employment Status: Non-Exempt
Grade: NE4

OPENING DATE: May 3, 2021

CLOSING DATE: May 14, 2021

Job Summary

Learns and assist to perform 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.
- Assist maintenance and repair work to privately owned homes and tribal buildings.
- Maintains and completes assigned work orders. Completed work orders are submitted to the Tribal Maintenance Office.
- Assists maintaining functional parts of various home systems and control instruments, using tools as required.
- Learns standard repairs to electrical system fixtures including switches, outlets, ballasts, and circuit breakers.
- Assists troubleshooting furnace units by performing maintenance; including standard repair or replacement of components; cleaning heating and cooling fan coil units, and adjustment of system controls.
- Assists 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.
- Learns and performs carpentry skills by repairing framing for roofs, floors, wall, doors and windows.
- Learns to repair or replace interior/exterior door, which may include knobs, locks, and other hardware as necessary.
- Learns to repair small drywall jobs walls, floors, and ceilings.
- Assists maintenance on decks, railings, steps, and ADA accessible ramps.
- Assists to repair, patch, pour concrete sidewalks, and stucco siding
- Assists with maintenance or installation of woodstoves, chimneys, and other necessary parts.
- Assists 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.
- Assist with 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 learn to 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.

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 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.
- 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.
- Ability to maintain and complete assigned work orders.
- Ability to use hand tools and electrical tools.
- Must have the ability to learn required duties and responsibility.

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 PLEASE CALL (575) 464-9276.