



## MESCALERO APACHE TRIBE Position Description

### JOB ANNOUNCEMENT

**Position Title:** Maintenance Worker  
**Department:** Mescalero Child Development Center  
**Employment Status:** Non-Exempt  
**Grade:** NE3  
**Hours:** Will vary from the hours of 7:00am – 5:30pm  
**Opening Date:** May 13, 2019      **Closing Date:** May 24, 2019

#### Job Summary

Maintenance is responsible for ensuring a safe, health and nurturing learning environment for all the children

*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

- Responsible for exterior and interior upkeep for both centers, such as; sweep, mop, vacuum, dust, sanitize, clean windows, cut grass, pick trash.
- Maintain heating and cooling systems.
- Maintain fire drill, alarm and surveillance system.
- Maintenance must have basic knowledge with computer skills.
- Responsible for maintenance and inventory of equipment and supplies.
- Make decisions for the best interest of the children and center.
- Maintain confidentiality of all work related information and materials.
- Work under conditions that expose chemicals, hazardous fumes, materials, and structure.
- Must have interest in working with and around children.
- Communicate effectively with the parents, staff, supervisor, and director and other early childhood program and staff.
- Must perform other duties and responsibilities as assigned by Director.
- Maintain and upkeep water reverse osmosis system, commercial freezer and refrigeration.
- Changes light bulbs, remove trash daily throughout the building.
- Maintains equipment and custodial supplies and replenishes as needed.
- Works in a manner, which will cause the least amount of disturbance to the employees, clients and students, observing privacy and requests.
- Observes safety rules and maintains a safe environment.
- Ensures buildings are closed and locked when finished.
- May assist with grounds keeping tasks.
- May provide transportation for the program.
- May drive or deliver items when needed.
- Assists with grounds keeping and maintenance tasks.

- Records and reports any maintenance problems found.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Handle emergency situations calmly and efficiently.
- Follow the chain of command.
- Must be in good physical and mental condition, and able to lift 50lbs or more.
- Must be willing and able to attend training, conferences or workshops
- Must complete a physical within 45 days of hire.
- Must be dependable and have reliable transportation.
- Must have experience in maintenance, such as plumbing, electrical, and general cleaning equipment and chemicals.
- Must be willing to grow professionally.
- Employee Ordinance 06-02 applies to this position.
- High School Diploma or GED preferred.
- Must have a valid driver's license.
- Must have at least one-year maintenance experience.
- Must be willing to work to fluctuate personal and work schedule for the benefit of the child care.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation, in accordance with the Child Care and Protection Act.

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

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

- Knowledge of occupational hazards and applicable safety practices.
- Skill in the use of cleaning tools, chemicals, cleaners, and disinfectants.
- 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 safely use cleaning products and safely operate cleaning equipment.
- Ability to understand and follow oral and written instruction.
- Ability to learn the methods of cleaning and caring for buildings and equipment.
- Ability to work as a team member in a structured working environment.
- Ability to operate and maintain floor care equipment.
- Ability to maintain confidentiality.

### **Physical Demands**

While performing the duties of this job, the employee regularly is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to sit; climb or balance; and smell. The employee must occasionally lift and/or move up to 50 pounds.

### **Work Environment:**

Work is generally performed in an office and outdoor setting with a moderate noise level. Exposure to fumes or airborne particles may occur, and the incumbent is occasionally exposed to outside weather conditions. Evening, weekend, and/or holiday work may be required.