



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title: Maintenance Worker
Department: Child Care
Employment Status: Non-Exempt
Grade: NE3
Opening date: September 15, 2023 **Closing Date:** September 29, 2023
Hours: Will vary from the hours of 7:00am – 5:30pm

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 preferred or willing to obtain GED Equivalent.
- 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 an. 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.