

ROBINSON RANCHERIA CITIZENS BUSINESS COUNCIL
1545 E HWY 20
NICE CA 95464
PH 707-275-0527 * FAX 707-275-0235

Job Title:	Maintenance Supervisor	Department:	Administration
FSLA Status:	Non-Exempt	Location:	Tribal Office
Reports to:	RRCBC	FULL-TIME	
Salary Range	DOE	Updated:	10/22/2019

Job Description

POSITION SUMMARY:

We are looking for a reliable, skilled maintenance worker to perform essential upkeep tasks throughout our facility. In this position, you will be responsible for a wide variety of activities such as repairs and cleaning to ensure that our facilities are both tidy and functional. Work attire is required. Being reliable and self-motivated, work experience and solid technical knowledge.

DUTIES AND RESPONSIBILITIES:

- Read work orders
- Direct duties for other tribal maintenance workers.
- Perform minor fixes, such as repairing broken locks, damage to walls, etc.
- Install necessary appliances and equipment as needed
- Check control panels and electrical wiring to identify issues
- Maintain grounds, including garden and yard upkeep, trimming, edging, mowing lawn, collecting trash, etc.
- Perform necessary cleaning activities, such as dusting, mopping, trash removal, etc.
- Collaborate with a team of workers and other professionals during renovations and facility expansions
- Report to facilities or maintenance manager regarding issues resolved, those needing attention, and those currently in progress
- Complete regular maintenance tasks, such as replacing light bulbs, roofing, plumbing.
- Order supplies and equipment as needed.
- Ability to be on high objects (roofing, ladders etc.)
- Other duties assigned

DESIRABLE QUALIFICATIONS:

- Ability to be organized.
- Knowledge of machines and tools, including their designs, uses, repairs and maintenance.
- Multi-Tasking and time management skills.
- Ability to be above ground.

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MINIMUM QUALIFICATIONS:

- Identify the strengths and weaknesses of alternative solutions, conclusions or approaches the problem.
- Performing routine maintenance, determining when and what kind of maintenance is needed.
- Ability to communicate with all Tribal Officials, supervisors and co-workers.
- Basic working knowledge of HVAC, plumbing, and electrical systems.
- Ability to read and utilize technical manuals and drawings.
- Excellent communication and interpersonal skills.
- General passion for creative problem-solving.
- Experience working with tools, including hand and electrical tools

EDUCATION/EXPERIENCE:

High school diploma or equivalent.

LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, correspondence, and memos.

CONDITIONS OF EMPLOYMENT:

- All applicants are subject to the Tribe's Drug and Alcohol-Free Workplace Policy including pre-employment screening.
- Must have a valid California Driver's License and be insurable through the tribe's insurance policy.
- Employee will serve 90-day probationary period

Native American Preference Applies: Preference given to qualified Native Americans pursuant to the Indian Self-Determination and Education Act, public Law 93-638

Disclaimer *The list of requirements, duties, and responsibilities listed above is by no means a complete list. It is merely a general summary for the position described. Management reserves the right to revise or change this position description at any time.*