

ROBINSON RANCHERIA CITIZENS BUSINESS COUNCIL
JOB DESCRIPTION

Job Title:	Maintenance Manager	Department:	Administration
FSLA Status:	Non-Exempt	Location:	Tribal Office
Reports to:	Tribal Administrator	FULL-TIME	
Salary Range	DOE	Updated:	6/30/21

POSITION SUMMARY:

In this position, we are looking for a reliable, flexible, skilled maintenance manager that will review, evaluate, and implement update our facilities. The manager will be responsible for a wide variety of tasks 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. Will oversee multiple personnel.

DUTIES AND RESPONSIBILITIES:

- Works with departments to do work orders
- Reviews and authorizes staffing schedules for the maintenance department.
- Develops training programs when necessary.
- Create policy as needed for building maintenance
- Develops routine maintenance schedule and assigns duties daily and annual basis.
- Hiring, interviewing, recommendations for evaluations, and discipline of maintenance personnel.
- Works with all departments and fills out work orders and designates jobs according to the experience of personal.
- Makes complete inspections of all work assignments when completed.
- Fleet management including registration for maintenance vehicles
- May work with external organizations for supplies
- Takes inventory of all products and keeps inventory records up to date.
- Budgeting and screening grants
- Other duties assigned.

SKILLS

- Ability to be organized.
- All applicants must be at least 18 years of age.
- Ability to perform mathematical calculations.
- Must be able to stand for a long time.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Multi-Tasking and time management skills.
- Ability to be above ground and lift and/or move up to 50 pounds.
- Identify the strength and weaknesses of alternatives solutions, conclusions, or approaches to the problem.

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- 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.
- Experience with data management.
- Supervision experience

EDUCATION/EXPERIENCE (MQE)

- High school diploma or equivalent
- Three years of maintenance experience.
- Electrical and OSHA Certificate preferred.

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 and background check.
- Must have a valid California Driver's License and be insurable through the tribe's insurance policy.
- An employee will serve a 90-day probationary period.
- Electrical and OSHA certificates need to be completed within the year of hire date.

Native American Preference Applies Preference given to qualified Native Americans according 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 of the position described. Management reserves the right to revise or change this position description at any time.