

FLAGSTAFF BORDERTOWN DORMITORY

POSITION DESCRIPTION

TITLE: Maintenance Worker

EMPLOYMENT: 12 Months FLSA Non-Exempt

SALARY: In accordance with governing board policies.

GENERAL STATEMENT of RESPONSIBILITIES:

To perform facility maintenance responsibilities in an efficient and cost effective manner. To provide skilled and semi-skilled support service to ensure the safe and efficient operation of the Kinlani dormitory. To ensure the safety and health of students, staff by ensuring the cleanliness and efficient systems operations.

QUALIFICATIONS:

- Must possess 32 hours of post secondary and/or (4) years experience in maintenance work related field.
- Proficient in general maintenance skills outlined in the duties and responsibilities.
- Willingness to obtain OSHA, Boiler Maintenance and other certifications as required.
- Possess good oral and written English communication skills.
- Ability to communicate well with staff and students.
- Must be able to lift 75 lbs or more.
- Functional knowledge of FMIS systems.
- Must have Boiler Operators certification and other certification required.
- Must be knowledge of OSHA, EPA, NRPA, and AHERA specifications and compliance.
- Must be knowledge in reading a blue print, manuals and schematic diagrams.
- Must be committed and dependable to seek improvements for the Facility Management and Residential Department.
- Current certification in First Aid and CPR
- Valid Arizona driver's license with all applicable codes and regulations.
- Current Arizona and Navajo Nation motor vehicle driving record on file
- Must pass criminal background checks by state, federal and Navajo Nation
- As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last 3 employment positions.
- Must be knowledgeable and familiar with the Navajo language, culture, and people.

DUTIES and RESPONSIBILITIES:

- Performs general upkeep repairs and maintenance on facilities, building systems, grounds and equipment.
- Ensure proper and safe operations.
- Performs general carpentry tasks, repairs and cleanup.
- Performs general plumbing installation and repairs including sanitation systems.
- Performs general installation and repairs electrical systems.
- Utilizes blueprints and general operating manuals in the performance of duties.
- Maintains records as required.

- Tests equipment, water, sewer and other systems as needed to determine fitness, safety, and operational efficiency.
- Assists with monitoring and compliance with all applicable codes and regulations.
- Assists specialized crews or contracted labor with contract works as needed.
- Operates heavy equipment and school vehicles as needed.
- Assists in planning and implementing facility renovations repairs, and additions, etc.
- Submits requisitions for equipment, materials, tools and supplies for repairs and maintenance of facilities.
- Inspects all completed work.
- Participates in fire department activities, including fire drills and other relevant training.
- Performs work from platforms, ladders and scaffolding.
- Frequently lifts parts and assemblies weighing up to 40 lbs and occasionally lifts and carries items weighing 50 lbs or more.
- Must wear protective clothing as required.
- Participates in training and in-service training as required.
- Performs other duties as assigned.

SUPERVISION RECEIVED: Maintenance Manager

SUPERVISION GIVEN: Contracted labor as needed

WORKING HOURS: In accordance with governing board policies.

EVALUATION PROCEDURES: In accordance with governing board policies.

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out the Flagstaff Bordertown Dormitory Governing Board's functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or school policies.

REVIEWED BY: _____ **DATE:** _____
Employee

REVIEWED BY: _____ **DATE:** _____
Program Supervisor

APPROVED BY: _____ **DATE:** _____
Chief Executive Officer

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.