

## WINSLOW RESIDENTIAL HALL, INC.

## POSITION DESCRIPTION

**Title:** *Maintenance Technician*  
**Schedule Terms:** 12 months  
**Salary Classification:** Non-exempt

**Winslow Residential Hall, Inc., complies with the Navajo Preference in Employment Act (NPEA).**

**GENERAL STATEMENT OF RESPONSIBILITIES:** Under the direct supervision of the Facility Supervisor and provides support services to ensure the safe and efficient operation to the Facility Management Department. Assists in efficient daily operation of entire facility, equipment and machinery in providing preventive maintenance and ensuring all compliance and codes are met.

### QUALIFICATIONS

#### EDUCATION, TRAINING & EXPERIENCE:

- **High school diploma or GED equivalent;**
- One (1) year experience in maintenance work related field;
- Ability to demonstrate proficiency in maintenance skills as outlined in the principal duties;
- Ability to obtain boiler operator certification and other certifications as required;
- Must be knowledgeable of OSHA, EPA, NFPA, and AHERA specifications and compliance;
- Ability to communicate effectively;
- Ability to read blueprints, manuals and schematic diagrams;
- Must be committed and dependable to seek improvements for the facility department and residential departments;
- Successful completion of all background checks (Federal, State, and Navajo Nation/Local);
- Must be knowledgeable and familiar with the Navajo language, culture, customs and traditions;
- Valid Arizona driver's license.

#### PRINCIPAL DUTIES:

- Understand and fully comply with (1) all WRHI policies, procedures, and regulations, (2) supervisor's directives, guidance, and performance plans, and (3) this position description;
- Maintain good and timely attendance;
- Communicate openly, effectively, professionally, and respectfully with co-workers and others;
- Manage and report to the Facility Supervisor on preventive maintenance for the facility department;
- Receive work orders and perform general repairs and preventative maintenance on facilities, building systems, grounds and related equipment;
- Perform general carpentry, plumbing, electrical and mechanical repairs;
- Assist with monitoring and compliance with all applicable codes and regulations;
- Utilize blueprints and general operating in the performance of duties;
- Test equipment, water, sewer and other systems as needed to determine safety and operational efficiency;
- Assist in overseeing and monitoring contracted labor;
- Encode MAXIMO database and its features on work orders, property inventory, backlogs and data entry;
- Have knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications (HazCom), EMAP and the Emergency Response Guide;
- Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

**PHYSICAL REQUIREMENTS:** Must submit physical exam from a licensed physician for each contract year. Be able to reach, bend, stoop and frequently lift up to 50 pounds.

**EVALUATION PROCEDURE:** In accordance with provisions specified in personnel policy and procedure.

**SUPERVISION RECEIVED:** Facility Supervisor .

**SUPERVISION GIVEN:** None.

### CERTIFICATION

I have read and understand the foregoing position description. I had an opportunity to ask questions with regard to any and all statements contained in the position description. I represent that I meet the qualifications for the position and will diligently perform the duties and responsibilities set forth in the position description. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to the 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 Winslow Residential Hall, Inc., policies, and may result in non-hiring and/or termination.

**REVIEWED BY:** \_\_\_\_\_  
Maintenance Technician

**DATE:** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_  
Facility Supervisor

**DATE:** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_  
Homeliving Supervisor

**DATE:** \_\_\_\_\_