

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;**
- Completion of and above-satisfactory scores on all job interviews, demonstrating to the satisfaction of the interviewees and WRHI that the applicant can perform the essential functions of the job;
- Successful completion of and positive results from all background and reference checks, including positive employment references from authorized representatives of past and current employers demonstrating to the satisfaction of WRHI a record of satisfactory performance and that the applicant can perform the essential functions of the job;
- Successful completion of fingerprint clearance requirements, physical examinations, and other screenings indicating that the applicant is qualified to be employed by WRHI and demonstrating to the satisfaction of WRHI that the applicant can perform the essential functions of the job;
- Submission of all required employment-related documents, applications, resumes, references, and other required information free of false, misleading or incomplete information, as determined by WRHI;
- Minimum of one (1) year experience in maintenance work related field;
- Ability to demonstrate proficiency in maintenance skills as outlined in the principal duties;
- Must be knowledgeable of OSHA, EPA, NFPA, and AHERA specifications and compliance;
- Ability to read blueprints, manuals and schematic diagrams;
- Computer literate with knowledge of different software applications, including MAXIMO, ADP, Microsoft Office, Internet Explorer, etc.
- Must be committed and dependable to seek improvements for WRHI;
- Comply with 25 CFR Part 36 requirements and training.
- Knowledge of Navajo and other American Indian Cultures.
- Successful completion of all background checks (Federal, State, and Navajo Nation/Local);
- Valid government issued driver's license required.
- Must be fully vaccinated and provide Covid vaccination verification.

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;
- Must obtain Boiler Certification.
- Make independent sound decisions on a daily basis.
- Complete purchase requisitions, request for direct payment, request for quotes, W9's, etc.
- Maintain good and timely attendance.
- Maybe required to work overtime and weekends.
- 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;

- Grounds keeping maintenance.
- Assist with monitoring and compliance with all applicable codes and regulations;
- Provide planning and direction to ensure the operation of entire facilities;
- Coordinates project planning including estimating material and labor costs.
- Assist with preparing for annual inspections, reauthorization, audits, etc.
- Assist with janitorial services as needed.
- Assist in scheduling and coordinating preventive maintenance.
- 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;
- Take GSA and WRHI owned vehicles in for maintenance.
- Provide training on Safety Operations.
- Coordinates with Facility Supervisor on fire drills, bus evacuation drills, dormitory lockdowns, etc.
- Enter data into MAXIMO database and its features on work orders, property inventory, backlogs and data entry;
- Completes request for payments, purchase requestions, requests for quotes, etc.
- Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.
- Knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications (HazCom), EMAP and the Emergency Response Guide;
- Knowledge of 25 CFR Part 36 Minimum Academic Standards for Basic Education of Indian Children and National Criteria for Dormitory Situation
- Knowledge of P.L. 101-630, **Indian Child Protection and Family Violence Prevention Act**;
- Knowledge of P.L. 101-647, **Crime Control Act of 1990**;
- Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.
- On call 24/7 for WRHI operations.

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 25 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: _____ **DATE:** _____
Maintenance Technician

REVIEWED BY: _____ **DATE:** _____
Facility Supervisor

WINSLOW RESIDENTIAL HALL, INC.

POSITION DESCRIPTION

REVIEWED BY: _____ **DATE:** _____
Homeliving Supervisor