

SUMMIT LAKE PAIUTE TRIBE
1001 Rock Blvd.
Sparks, NV 89431
TELEPHONE: (775) 827-9670
Website: www.summitlaketribe.org

**JOB ANNOUNCEMENT:
MAINTENANCE WORKER**

Rate of Pay: \$12.00 - \$25.00 per hour (DOE)

Benefits: Paid Holidays/Sick Leave upon employment; Health Insurance Bonus and Annual Leave after successful completion of probation period.

Opening Date: February 19, 2019

Closing Date: Open until filled

Duration of Employment: Full-Time, not to exceed 9 months (DOF)

Duty Station: Summit Lake Indian Reservation (Reservation), Humboldt County, Nevada and administrative office in Sparks, Nevada

JOB SUMMARY: The Maintenance Worker is responsible for maintaining facilities and equipment at the Reservation and implementing or assisting with projects requiring these skills.

DUTIES AND RESPONSIBILITIES AS ASSIGNED:

1. Upgrade and maintain Tribal property and facilities, including but not limited to carpentry, plumbing, electrical, welding, fence maintenance, etc.
2. Organize, inventory, and maintain Tribal tools, equipment, and supplies. Prepare and maintain inventory and maintenance records.
3. Develop a work plan and schedule regarding maintenance needs and priorities.
4. Maintain Tribal vehicles (when applicable) and equipment.
5. Assist other employees with projects as needed.
6. Maintain an effective working relationship with supervisor, staff, and tribal members.
7. Act as a liaison between contractors and the Tribe (when applicable).
8. Safely operate and repair various types of equipment and tools.
9. Provide safety briefings to other employees and maintain safety records.
10. Other appropriate and applicable duties as assigned.

MINIMUM QUALIFICATIONS:

1. Must be at least 18 years old.
2. High School Diploma or GED or a minimum of two years' work experience in facilities maintenance or a related field.
3. Able to live and work as a team member in an extremely remote area of Northern Nevada for extended periods of time.
4. Able to live comfortably in primitive housing conditions for extended periods of time.
5. Reliable with good judgement, personal initiative, and positive attitude.
6. Must be self-motivated, able to understand verbal and written instructions.

7. Must possess mechanical and carpentry skills.
8. Must have work experience maintaining mechanical and vehicular equipment and power tools.
9. Must be in good physical condition and be able to lift a minimum of 25 pounds.
10. Occupational Safety Health Administration (OSHA) certified for construction or general industry safety and health hazard recognition and prevention. Copies of certifications must accompany application.

PREFERRED QUALIFICATIONS:

1. Ability to accommodate flexible work schedules, maintain accurate inventory and maintenance records.
2. Ability to interpret and apply various rules, regulations, policies and procedures.
3. Certified for specialized construction skills or trades.
4. Familiar with operation of computers and Microsoft Office software, use of Internet.
5. Certified for heavy equipment operation and maintenance.

To Whom Position Reports: Natural Resource Director or delegate as assigned.

Travel Requirements: Weekly travel to Reservation year round, as well as for Council meetings, workshops, and as needed.

Driver's License: Must possess a valid driver's license and be insurable by Tribe's insurance company. **A copy of applicant's driving record issued by the State Department of Motor Vehicles issued within 30 days of the date of application, must accompany the application.**

Overtime Status: Exempt

Conditions of Employment: Primitive and rustic housing on the Reservation is provided. Employees are expected to adhere to all Summit Lake Paiute Tribe Policies when on Tribal property including during non-working hours.

TRIBAL MEMBER AND INDIAN PREFERENCE: Summit Lake Paiute Tribe is a Tribal member and Indian preference employer, in accordance with Section 7(b)(c) of Public Law 93-638, the Indian Self-Determination Act. However, in all other instances the Tribe complies with Title VII of the Civil Rights Act of 1964 and does not discriminate on the basis of age, race, creed, sex, sexual orientation, religion or national origin.

HOW TO APPLY:

Job Applications may be obtained by contacting the Tribal office or from the "Employment Opportunities" page on the Tribal website cited in header of this announcement. Completed applications may be submitted in person or by mail at the Tribal office (address listed in header of this announcement). No e-mail or faxed applications will be accepted.