

## **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:**

- A. High school diploma or GED equivalent;
- B. 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;
- C. 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;
- D. 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;
- E. 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;
- F. Minimum of one (1) year experience in maintenance work related field;
- G. Must be knowledgeable of OSHA, EPA, NFPA, and AHERA specifications and compliance;
- H. Computer knowledge of different software applications, including MAXIMO, ADP, Microsoft Office, Internet Explorer, etc.
- I. Ability to read blue prints, manual and schematic diagrams.
- J. Knowledge of Navajo and other American Indian Cultures.
- K. Valid government issued driver's license required.

#### **DUTIES & RESPONSIBILITIES:**

- A. 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;
- B. Maintain good and timely attendance.
- C. Maybe required to work overtime, weekends, and on call 24/7.
- D. Communicate openly, effectively, professionally, and respectfully with all WRHI employees, students and outside vendors.
- E. Complete purchase requisitions, request for direct payment, request for quotes, W9's, etc.
- F. Enter data into MAXIMO database;
- G. Perform general repairs and preventative maintenance on facilities, building systems, grounds, related equipment, perform general carpentry, plumbing, electrical and mechanical repairs; testing of equipment, water, sewer and other systems as needed to determine safety and operational efficiency;
- H. Assist in scheduling and coordinating preventive maintenance for WRHI facility.
- I. Grounds keeping maintenance including trash pick up.
- J. Assist with monitoring and compliance with all applicable codes and regulations;
- K. Assist with coordinating project planning including estimating material and labor costs.
- L. Assist with preparing for inspections;
- M. Assist in overseeing and monitoring contracted labor;

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- N. Transport GSA leased and WRHI owned vehicles for maintenance.
- O. Provide Safety Operations training.
- P. Participates in professional development.
- Q. Attends meetings, when required
- R. Coordinates with Facility Supervisor on fire drills, bus evacuation drills, dormitory lockdowns, etc.
- S. Complies with Hazard Communications, Standard Operating Procedures (SOP), Continuity of Operations (COOP), Emergency Procedures Guide, EMAP, Fire Evacuation Plan and GSA Leased & WRHI Owned Vehicle Usage Policy;
- T. Comply with 25 CFR Part 36 Subpart G Homeliving Programs.
- U. Comply with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act;
- V. Comply with P.L. 101-647, Crime Control Act of 1990;
- W. 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.

**DRIVING PRIVELEDGES:** Yes

**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

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Homeliving Supervisor