



KIN DAH LICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Revised: 04/13/2018

TITLE: Maintenance Worker	EMPLOYMENT: 12 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Classified

GENERAL STATEMENT OF RESPONSIBILITIES: To perform school 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 school facilities and grounds. Ensure the health and safety of students, staff and the general public by maintaining the cleanliness and efficient operation of facilities five days a week.

Necessary Qualifications:

- High School Diploma or GED.
- Three years of facilities maintenance experience.
- Demonstrates proficiency in general maintenance skills as outlined in the principal duties.
- Understanding of BIA facility monitoring and reporting procedures preferred.

An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

Special Requirements:

- Willingness and ability to obtain Navajo Nation Water and Wastewater certification, Boiler Maintenance and other certifications as required.
- Valid Arizona Driver's license.
- First Aid and CPR Certification required within 30 days of hire.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

Knowledge, Skills, and Abilities:

- Knowledge of common practices, methods, materials, and tools of various trades.
- Knowledge of hazards and safety precautions of various trades.
- Some knowledge of environmental system.
- Skill in working with hazardous materials, chemicals and supplies.
- Skill in maintaining power and hand tools and equipment.
- Good verbal and written English language communication skills, ability to communicate well with staff, public businesses and other agencies.
- Ability to read blueprints, manuals and schematic diagrams.
- Ability to stand and/walk for extended periods of time.
- Ability to lift 75 lbs. or more.

Duties and Responsibilities:

- Performs general repairs and maintenance on facilities, infrastructure systems, boiler systems, grounds and related systems or services.
- Implements preventive maintenance program and general upkeep of facilities and related equipment, infrastructure systems and grounds; ensures their proper and safe operation.
- Performs general carpentry, fabrication and repair.
- Performs general plumbing installation and repairs including sanitation systems.
- Performs general installation and repairs of electrical systems.
- Monitors and ensure compliance with all applicable building and safety codes and regulations.
- Utilizes blueprints and general operating manuals in the performance of duties.
- Maintains maintenance records, building blueprints, operation manuals and inventory records.
- Tests equipment, water, sewer and other systems to determine fitness, safety and efficient operations.
- Assists specialized crews or contracted labor as needed.
- Operates heavy equipment as needed.
- Assists in planning and implementing facility remodels additions, etc.
- Recommends the hire of contracted labor as needed; oversees contracted labor and student workers.
- Submits orders for equipment, materials, tools and supplies for repair and maintenance of facilities.
- Complies with Occupational Safety Health Administration standards and Environmental Protection Agency codes and requirements.
- Maintains all required licenses and certificates in current status and reports to immediate supervisor in the event any required license or certificate lapses, is suspended or revoked.
- Attends and participates in committee meetings, in-service trainings and related activities consistent with duties.
- Complies with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Performs other duties as assigned.

Commitment and Dependability: Willingness to be an integral member of a successful team; dedication to provide the highest level of service to students and staff of Kin Dah Lichi'i Olta', Inc.

Supervision Received By: Operations Manager

Working Hours: In accordance with Board policies

Evaluation Procedure: In accordance with Board policies

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

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

APPROVED BY: _____ **DATE:** _____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act

DISCLAIMER: The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for KDLO.