EMPLOYMENT OPPORTUNITIES

Job Title: Building Maintenance Worker (2 Vacancies)
Closing Date: Open Until Filled

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 27-007
Job Type: Full-Time Regular
Department: Department of Rehabilitation and Supervision
City: Sacaton, AZ
Location: 639 W. Seed Farm Rd.
Area of Interest: Building Maintenance
Salary/ Hourly Rate: $20.25 - $25.65
Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:
The Building Maintenance Worker provides a variety of semi-skilled custodial/maintenance service to buildings and office facilities throughout the Gila River Indian Community.

ESSENTIAL FUNCTIONS:
- Responsible for maintenance carpentry; replace and install doors, hinges, locks, and door knobs as required; replace and install window frames, sashes, glass, smoke detectors; interior/exterior painting, usually light trim or paint touch up; plaster work, cement, tile, settings, roofing and gardening.
- Perform general welding, including cutting, joining metals or required critical test tolerance or certification.
- Perform a variety of routine manual duties as required (i.e., move supplies, furniture, equipment; remove trash, scrap material; assemble equipment and furniture.
- Service water pumps and evaporative coolers; inspect to ensure proper operations; replace valves, gaskets; repair leaking lines.
- Service air conditioning/heat pump units, replace blower fans, reset circuit breakers, replace fuses/filter, clean coils, replace thermostats/refrigerant, and check for leaks in refrigerator lines.
- Troubleshoot mechanical and circuit refrigeration, perform similar maintenance services as needed.
- Replace and install light switches, electrical outlets, light fixtures, ballasts light bulbs, fluorescent tubes, and fuses; repair and assemble extension cords.
- Service heating units such as gas furnaces, replace thermal coupling and heat control elements/ switches, clean units and check for gas leaks and defective electrical wiring.
- Service plumbing, open clogged drains, grease traps, replace/repair valves, replace urinals/toilet stools/sinks, inspect and/or repair water lines as needed, install and repair water heaters.
- Perform maintenance electrical work, such as 110/230 volt wiring/rewiring, installation of fuse boxes and conduit and perform similar maintenance as needed.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Considerable knowledge of electrical and mechanical safety procedures.
- Skill in detecting and correcting custodial/building/facilities maintenance problems.
- Ability to perform required custodial/facilities maintenance service efficiently.
- Ability to understand and follow routine and written instructions.
- Ability to use common hand tools, small power tools such as vacuum cleaner, scrubber, buffer, and welder safely and efficiently.
- Ability to work with minimal supervision.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

REQUIRED EDUCATION AND EXPERIENCE:

High School diploma or GED and three (3) years of skilled level experience in general building maintenance, HVAC, plumbing, electrical systems, mechanical systems, general construction or closely related experience. Proficiency in at least two of the building trades and completion of an acceptable apprenticeship program is preferred.

ADDITIONAL REQUIREMENT:

- Required mandatory reporter pursuant to Title 7, Chapter 2 (7.205), B.
- Required to attend Title 7 Mandatory Reporting training on a yearly basis.
- Required to pass a background check and fingerprint clearance check as a condition of employment and must continue to maintain throughout duration of employment.
- Required to obtain a Tribal Operator's permit. Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application**.

Non-Supervisory, Hourly Position
Reports to Director or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the ***Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)***. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)
Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)
Preference point for Spouse of Community Member (with proof of spouse enrollment)
Preference point for Veteran (must meet statutory requirements)

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