



JOB DESCRIPTION

Job Title: Tribal TANF Maintenance Worker I	Salary Range: \$11.00–\$15.75 per hr
Department: NFR Tribal Temporary Assistance to Needy Families	
Reports To: Tribal TANF Executive Assistant	Status: Part-time, Non-Exempt

JOB SUMMARY

Under the direction of the TANF Executive Assistant, the TANF Maintenance Worker is responsible for performing general maintenance, custodial & grounds keeping functions for the North Fork Rancheria Tribal TANF Offices. The Maintenance Worker will be responsible to interface and communicate with all segments of society in a manner that is professional and that represents the North Fork Rancheria (NFR) in a positive image.

TYPICAL DUTIES:

- Maintain grounds for the North Fork TANF facilities; including but not limited to mowing, hedging, weeding, raking, disposing of garbage, etc.
- Maintain clean and sanitary North Fork Rancheria Tribal TANF facilities; including but not limited to dusting, sweeping, vacuuming, polishing, window cleaning, sanitizing; washing walls, baseboards, window sills, light fixtures, cabinets and other surfaces.
- Maintain clean and sanitary restroom facilities.
- Maintain clean and safe furniture and equipment.
- Assemble furniture/equipment as required.
- Maintain on site and off site storage facilities clean and orderly.
- Maintain supply and property inventory levels in coordination with Executive Assistant.
- Maintain security of storage facilities.
- Identify and report areas needing repair and any unsafe conditions immediately.
- Assist with TANF Executive Board Meetings and events as it pertains to set-up, transport supplies/equipment and clean-up.
- Other duties as assigned.

DESIRED QUALIFICATIONS:

Knowledge of:

- General maintenance, custodial & grounds keeping functions.
- Safety and sanitary hazards.
- Basic electrical hazards.
- Inventory techniques.
- Work order processing (Maintaining and prioritizing work orders).

Ability to:

- Identify and report maintenance & safety issues.
- Prepare maintenance reports as directed.
- Lift a minimum of 50 lbs, climb a flight of stairs carrying heavy equipment, climb a 12 foot ladder.
- Perform independently in a manner which positively impacts the image and credibility of the North Fork Rancheria.
- Maintain effective communication with all segments of society.
- Adhere to the confidentiality and code of conduct policies.
- Establish and maintain effective relationships with other employees, agents of government, tribal citizens and the public.
- Maintain a positive attitude while receiving and properly carrying out directives.

EDUCATION AND EXPERIENCE:

A high school diploma, GED or equivalency certificate, 1 to 2 years successful experience in custodial, maintenance or other related employment, and/or any combination of training and experience which would likely provide the required skills and abilities is qualifying and will be considered.

OTHER REQUIREMENTS:

The individual must possess a valid Class "C" California Driver's License and must be capable of passing a pre-employment drug screen and a criminal background investigation.

The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity. Indian Preference applies to those who are qualified.

Duty Station to be determined.

CONFIDENTIALITY:

The individual must be able to respect and adhere to the most rigid and strict rules of employer/tribal citizen/public practice of confidentiality. Violation of this major employment requirement could lead to immediate dismissal.

ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls with hands and arms. The employee frequently is required to stand and talk and hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of the job, the employee regularly works within the office and in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

INDIAN PREFERENCE ACT COMPLIANCE:

NFRTT complies with the Indian Preference Act. Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Subject to, but not in derivation of the Act, we are an equal opportunity employer.

Date Approved: March 27, 2014 TANF Executive Board Meeting
Revised salary 8/25/16 -HR