

**Position Title:** Grounds & Maintenance Worker

**Status:** Non-Exempt

**Department:** Facilities & Maintenance

**Reports To:** Facilities & Maintenance Supervisor

### **General Position Description**

Under general supervision of the Facilities & Maintenance Supervisor, incumbent performs proactive and reactive repairs and maintenance to buildings and grounds, including but not limited to, plumbing repairs, light electrical repairs, lighting, office furniture, drywall repairs, painting, floor repairs, light HVAC work, grounds work and other disciplines as needed. The incumbent will be required to exercise judgment and take initiative in operating the full range of tools and mechanical equipment related to a specific assignment. The incumbent must conduct themselves in a professional manner at all times.

### **Duties & Responsibilities**

- Performs scheduled periodic assessments of buildings and grounds and proactively identifies areas requiring maintenance.
- Responds to work requests assigned through a Computerized Maintenance Management System (CMMS), and communicates project status to internal customers and to supervision when requested.
- Troubleshoots and performs routine building maintenance tasks involving the following trades disciplines:
  - Carpentry
  - Painting
  - HVAC and Climate Control Systems
  - Plumbing
  - Electrical
  - Floorcoverings
  - Roofing
  - Doors
  - Drywall
  - Windows/Glazing
  - Irrigation
  - Building Lighting and Other Automation Systems
  - Other areas needed
- Participates in the coordination and scheduling of projects/areas of responsibility

- Communicates and acts as a liaison with other departments and/or trades persons, vendors, and contractors
- Inspects maintenance projects and vendor deliverables under contract with UAIC
- Operates various power and hand tools
- Office space/cubicle build-out
- Repairs various types of office furniture
- As a first responder may be required to clean up spills and unsanitary conditions when they occur
- Identifies and reports possible defects and faults in construction
- Identifies equipment needs for each assigned project
- Utilizes proper safety precautions related to all work performed
- Maintains awareness of the operating procedures and policies of the work unit
- Reports to work on time and maintains a satisfactory attendance record
- Must display flexibility and ability to respond to after-hours call outs and in support of scheduled UAIC functions/events during weekends and/or holidays

### **KASOC's-Knowledge, Abilities, Skills, & Other Competencies**

- Knowledge of methods, techniques and tools used in the construction field
- Ability to repair and conduct maintenance on a wide variety of facilities, systems and equipment
- HVAC and electrical trouble shooting skills
- Operating knowledge of small engine equipment such as mowers, pruners, chainsaws, weed-eater, blowers, etc.
- Basic PC abilities required
- Ability to pass a forklift test if needed

## **Minimum Qualifications**

### Educational:

- Reading, writing, arithmetic and communication skills equivalent to those obtained from completion of high school or commensurate experience

### Experience:

- Three (3) years of increasingly responsible experience performing building maintenance duties

### Required Licenses:

- Valid driver's license

## **Working Conditions**

### Physical Demands

- Physical demands vary from routine duties in office settings or on company premise to traversing rough terrain at construction sites during field visit. Impromptu field or premise visits are often required to inspect field conditions at construction sites.
  - These field or premise visits require the ability to bend, squat, and reach, climb ladders, and balance in potentially rough terrain.
- Must be able to distinguish scents and noises
- Color vision is required for color coded cables and wiring

### Environmental Conditions

- Occasionally exposed to extreme heat or cold when working outdoors performing repairs or maintenance on company buildings or grounds.
- Exposure to moderately high noise levels and high vibration when using power tools.
- Frequent, unavoidable exposure to hazards such as electrical shock, falls, burns and toxic chemicals while repairing and maintaining company buildings and grounds.
- Occasionally subjected to low-level lighting, and atmospheric conditions, such as fumes, dust, odors, gases and poor ventilation.

## **Special Requirements**

Must adhere to STRICT CONFIDENTIALITY in reference to all UAIC information in trust and confidence and shall not disclose any confidential information to any third without the written consent of the Tribal Administrator.

**Please email all resumes to [resume@auburnrancheria.com](mailto:resume@auburnrancheria.com) or fax resumes to: (530) 878-5445.**

**Must type *Grounds & Maintenance Worker* in subject line to be considered**