

JOB OPENING ANNOUNCEMENT

Job Title: Maintenance Worker

Report To: Maintenance Supervisor

Department: Public Works

Job Vacancy: YAN-23-083

Status: Full-time; Non-exempt

Starting Wage: DOE

Opening Date: 09/25/2023

Closing Date: 10/6/2023

POSITION DESCRIPTION: The Maintenance Worker performs a variety of duties in the maintenance and upkeep/repair of tribal public buildings within the Yavapai-Apache Nation.

QUALIFICATIONS:

- High School Diploma or GED.
- Minimum one (1) year prior maintenance experience or Technical School program completion.
- HVAC experience to include troubleshooting, ability to read HVAC system component operation and perform preventative maintenance services and repairs.
- Knowledge of the principles, practices, tools and materials used in the maintenance field.
- Must be able to speak the English language.
- Must be able to work independently or with minimal supervision.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.
- Evidence of continuing education to maintain any required Certifications/Licenses and update knowledge and skills.

DUTIES AND RESPONSIBILITIES:

- Provide preventative maintenance and repairs of tribal public buildings.
- HVAC to include troubleshooting, changing circuit boards, compressors, indoor/outdoor fan motors.
- Performs such carpentry work as; repairing/replacing door and window hardware, repair roofs, gutters and downspouts, patching of dry walls, prepare surfaces for painting.
- Perform plumbing tasks; repairing faucet washers, stems spigots, valves and hardware, resetting commodes and sinks.
- Troubleshoot, repair/replace electrical switches, receptacles and adding circuits.
- Preventative Maintenance and repair of solar photovoltaic (PV) systems-lights within the Tribal Communities in compliance with site assessment and schematics which may include measuring, cutting, assembling and bolting structural framing and solar modules. Maintain and repair solar panel systems including solar collectors, inverters, controllers, batteries, pumps, fans or support structure. Do any electrical work needed to connect solar system to the electric grid. Perform electrical work such as current checks including proper grounding systems, controls and testing necessary.

- Maintain all tools and equipment in proper working order.
- Must practice safety precautions and be safety conscious at all times.
- Present a helpful and professional image to the public.
- Maintain a positive working relationship with tribal employees.
- Perform other job duties as assigned; miscellaneous maintenance related tasks including moving of furniture.
- May assist other departments as assigned.

Physical Requirements

The employee must frequently lift and/or move up to fifty (50) pounds or more and must be able to work in all types of climates, both indoors and outdoors. Work may be performed in adverse weather and environment conditions. Work may be performed from ladders or scaffolding and possibly in hazardous atmosphere. Specific vision abilities required for this job include close vision; distance vision; peripheral vision; depth perception and ability to adjust focus. The noise level in the environment is typical of a construction type setting but is normally typical of an office environment. While performing duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to fingers, handle or operate objects, tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**