

## **Sauk-Suiattle Indian Tribe Job Description**

Job Title: Maintenance Worker  
Department: Administration  
Reports To: Maintenance Director  
Status: Hourly  
Approved By: CEO  
Approved Date: 5/17/2012

**Summary:** Performs routine custodial and maintenance on tribal property and buildings, grounds, minor vehicle and mechanical maintenance, minor building construction and repairs, keeping all tribal property clean, healthy and safe.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Cleans internal areas of tribal buildings, including buffing, dusting, sweeping, and mopping.

Washes windows, door panels, and door knobs.

Washes walls, ceilings, and woodwork.

Cleans and sanitizes bathrooms.

Replenishes bathroom and kitchen supplies as needed.

Empties trash cans and recycling on a daily basis.

Assists other departments moving furniture and unloading and storing supplies.

Performs interior and exterior repairs on SSIT office buildings.

Assists with maintaining Tribal common grounds by mowing, raking, seeding, fertilizing, trimming, and weeding lawns.

Assists with monitoring and removal of potentially hazardous waste material.

Assists with the maintenance of all Tribal properties.

Assists with special projects and events for the Tribe.

Performs basic repairs, such as plumbing and electrical; schedules complex repairs.

Performs snow removal.

Performs Tribal garbage collection.

Pick up, delivery and disposal of specific items as directed by the Lead Maintenance Worker.

Responsible for the disposal of unwanted debris.  
Maintains confidentiality.

Other duties as assigned.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or general education degree (GED). Experience in building maintenance, knowledge of building construction practices, painting, janitorial practices and safety preferred.

### **Certificates, Licenses, Registrations**

Current Washington State Driver's License, First Aid, CPR, and Blood Pathogen training required.

**Physical Demands/Work Environment:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

**Culturally Sensitive:** All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

**Drug Free Workplace:** Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

**Background Check:** All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

*This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.*

**NATIVE AMERICAN AND VETERANS PREFERENCE APPLIES**