



THE COQUILLE INDIAN TRIBE

Job Title: Facilities Maintenance Technician
Reports to: Facilities Maintenance Superintendent
FLSA Status: Non-exempt, Full Time
Salary Grade: \$19.30 - \$31.36
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Primary responsibility is grounds keeping and building maintenance for all Tribal Government Buildings, including Administration, Learning Center, CELS building, Community Health Center, Police department, Tribal Dams and other buildings as directed by Management. In addition will coordinate the Tribal Home Improvement Program, Firewood Program, and the use of the Plankhouse for all events. Assist in various projects on Tribal lands, as assigned by supervisor.

1. Coordinate and perform various maintenance tasks and projects as assigned. Will include but not be limited to:
 - a. Clean building windows on a regular basis.
 - b. Move furniture and offices upon request.
 - c. Assist in the recycling of card board, papers, magazines etc.
 - d. Participate in culvert cleaning and beaver dam removal.
 - e. Keep entrances and exits to buildings clean and passable.
 - f. Keep parking lots clean of all litter and debris including catch basin cleaning.
 - g. Track and appropriately facilitate access to Tribal Government buildings and property.
2. Assist with processing check requests, purchase orders, and contracts necessary for parts and services to be performed. Assist with collecting and tracking maintenance order requests.
3. Maintain and manage landscaping and appearance (such as plants, weeding, trimming) of Tribal properties as directed. May include brush removal and tree thinning duties as well as noxious weed removal.
4. Perform minor building repairs.
5. Troubleshoot electrical and plumbing maintenance needs.
6. Maintain necessary equipment required for various maintenance tasks and projects.
7. Coordinate the Tribal fire wood program which includes wood cutting and delivery to ensure members are receiving services as requested.
8. Coordinate the Tribal Home Improvement program, including home inspection, problem solving of plumbing, electrical, mechanical and construction needs.
9. Assist with performing duties associated with the maintenance of 4th creek and Tarheel dams. Perform ongoing visual inspections and log book activities.
10. Perform duties associated with the care and maintenance of the Tribal cemetery, as assigned.
11. Operate various small equipment and tools for various projects; including but not limited to chipper, weed trimmer, lawn mowers, leaf blowers, chain saws, pole saws, circular saw, reciprocating saw, drills, band saw, table saw.

12. Coordinate the stock replacement of custodial supplies and custodial clean up.
13. Assist with set-up and clean-up at Tribal functions and events as directed.
14. Assist with the completion of projects such as trail construction/maintenance, forest thinning/fuels reduction, and additional projects as assigned, and meeting high standards of safety, quality and efficiency.
15. Other duties as assigned:

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered a detailed description of the work requirements that may be inherent in the job.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands, arms and fingers to handle/operate tools and equipment. Employee is frequently required to walk, sit climb, balance and crouch. Employee must frequently lift and/or move up to 50 lbs and occasionally lift and/or move up to 100lbs with or without assistance. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

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

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to make decisions independently in accordance with established policy and procedures.
4. Knowledge of natural and cultural resources.
5. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
6. Ability to negotiate and monitor contracts for services in accordance with The Tribe's Fiscal Ordinance.
7. Ability to work with mathematical concepts such as basic arithmetic.
8. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
9. Ability to follow direction and maintain safety at all times.
10. Knowledge of minor maintenance and repair techniques.
11. Ability to use equipment associated with the position in a safe and responsible manner.
12. Ability to follow direction and maintain safety at all times.

REQUIRED QUALIFICATIONS

- A. High school diploma or equivalent desired.
- B. Three years work experience in construction or maintenance required
- C. Individual must be a self-starter and motivated.
- D. Individual must be able to finish task with little supervision.
- E. Computer experience with Microsoft Office required.

F. Current and valid Oregon Commercial Driver's license in good standing with no insurability issues with the Tribe's insurance carrier is required. CDL a plus.