



**Job Title:** Property Management Technician  
**Department:** Properties and Facilities  
**Reports to:** Facilities Maintenance Manager  
**FLSA Status:** Non-exempt  
**Salary Grade:** \$24.29 - \$34.01  
**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.

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### **SUMMARY OF MAJOR FUNCTIONS**

Under the direct supervision of the Property & Facility Manager, the Property Management Technician's primary responsibility is general property and facility maintenance, general construction, and remodeling. The Property Management Technician will also assist in various projects at the North Bend and Kilkich Administration buildings, Learning Center & Ko-Kwel Wellness Centers, and other facilities on all Tribal lands, as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Coordinates and performs various maintenance tasks, repairs, and work orders for all Tribal buildings. Maintains a safe and healthy work environment.
2. Perform lead duties for construction projects which include all aspects of general construction including carpentry, framing, concrete forming & finishing, irrigation, plumbing, sheet rock, roofing, block and paver work.
3. Assist in the management of all properties owned and operated by the Tribal Government; including all tribal facilities but not limited to the Nasomah Memorial, Middle Creek, Wallace Street house and Effie Acres.
4. Safely operate equipment and trucks as assigned by the Property & Facility Manager.
5. Trouble shoot electrical and plumbing maintenance needs.
6. Perform minor building repairs.
7. Maintain necessary equipment required for various property management and maintenance tasks and/or projects.
8. Participate in various Tribal projects as directed by the Property & Facility Manager.
9. Assist with set-up and clean-up of various Tribal functions.
10. Safely perform brush removal, tree thinning duties, culvert cleaning and dam work as needed.
11. Safely operate Tribal motor vehicles.
12. Safely operate various small equipment and tools for various projects including circular saw, reciprocating saw, drills, band saw, table saw.
13. Safely operate weed trimmer, lawn mowers, leaf blowers, chain saws, pole saws.
14. 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 REQUIREMENTS**

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 stand, walk, climb, balance, crouch, stoop, kneel, or crawl, talk or hear, and occasionally sit. Employee must frequently lift and/or move up to 50lbs and

occasionally lift and/or move up to 100 lbs. with or without assistance. Work is generally performed in an indoor building setting and an outdoor environment. Occasional evening and weekend work may be required. Work involves exposure to hazardous materials, excessive noise, high risk/dangerous situations, infectious disease, dust, fumes, and allergens. Work may take place near moving equipment/machinery. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

### **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 directions and maintain safety at all times.
10. Knowledge of minor maintenance and repair techniques.
11. Ability to safely operate equipment associated with the position, including chipper, weed trimmer, lawn mowers, leaf blowers, chain saws, pole saws, circular saw, reciprocating saw, drills, band saw, table saw, excavator, backhoe, trailers, and forklifts.

### **QUALIFICATIONS**

1. High School Diploma or GED required.
2. Five (5) years' work experience in construction required. Maintenance experience preferred.
3. Individual must be a self-starter and motivated.
4. Individual must be able to finish task with little supervision.
5. Computer experience with Microsoft Office required.
6. 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.