

## **SENIOR BUILDING MAINTENANCE WORKER**

**DEFINITION:** Under general supervision, performs skilled work at a journey level in providing installation, repair and maintenance of buildings, facilities and properties owned by the Kayenta Township; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Maintains exterior and interior structures, buildings, grounds, utilities, etc.; as related to carpentry, plumbing, plastering, electrical roofing, air conditioning, custodial upkeep, etc.; visually examines and determines kind of resources needed to make repairs; advises supervisor of estimated cost, labor and length of time to complete work order; provides maintenance without supervisory guidance; assures work of other less experienced maintenance personnel accomplish task within prescribed safety standards.

Troubleshoots and repairs electrical wiring systems; repairs tile floors, walls and ceilings according to specifications; plasters and finishes surfaces in the repair and/or construction of walls; installs, repairs and weather proofs roofs; repairs masonry structures of brick or block walls; constructs and repairs cement and concrete surfaces and structures; repairs plumbing pipes and fixtures; paints exterior and interior wall surfaces; performs rough and finish carpentry work, etc.

Performs general custodial work, which includes cleaning and maintaining floors, furniture, carpets, etc.; empties trash; maintains and repairs kitchen and laundry appliances; maintains outside buildings, lawns, grounds, and parking lots; assists in the receiving, storage, set up of building furniture, supplies and equipment from vendors and suppliers; maintains all areas to present a clean safe work environment.

Maintains daily logs and reports; corresponds with vendors and contractors; assigns, reviews and monitors maintenance workers, and groundskeepers; ensures compliance with safety, health and environmental protection guidelines and regulations; ensures and oversees routine maintenance and repair of equipment and power tools.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of federal, state and Navajo Nation laws, rules, regulations and guidelines related to building maintenance, remodeling and repair.

Knowledge of federal, state and Navajo Nation laws, rules, regulations and guidelines related to occupational safety and health practices and procedures.

Knowledge of federal, state and Navajo Nation laws, rules, regulations and guidelines related to environmental protection practices and procedures.

Knowledge of sources of supply, markets and price trends, and the various grades and qualities of a variety of materials, supplies and equipment.

Knowledge of technical trade codes related to landscaping, electrical, plumbing and roofing.

Knowledge of maintenance, operation and utilization of a variety of equipment, power and hand tools.

Skill in reading and interpreting facility and building blueprints, schematics and designs.

Skill in scheduling, assigning and reviewing work.

Skill in safely inspecting all phases and types of construction and maintenance projects.

Skill in developing and monitoring construction costs.

Skill in utilizing effective verbal and written communication skills to develop reports.

Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires long hours with exposure to loud noises, chemicals, toxic fumes, air and waterborne pathogens, and mechanical equipment during the

inspection of construction sites and equipment, with the ability to detect non-compliance with the design and/or plan specifications. There is frequent need to stand, stoop, walk, sit and climb in high areas and on roofs; lifts equipment or materials weighing up to 80 pounds.

**MINIMUM QUALIFICATIONS:**

- A high school diploma/GED; and three (3) year of responsible journey level building construction or maintenance experience; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.

**PREFERRED QUALIFICATIONS:**

- Experience in the maintenance and repair of building and mechanical equipment.
- Certification in one of the following areas Electrical, HVAC and/or Plumbing.
- Certification in Hazmat or NNOSHA standards.

**Supplemental Requirements:**

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.