



FALLON TRIBAL DEVELOPMENT CORPORATION
OFFICIAL POSITION DESCRIPTION

Adopted/Revised:
7/19/2017

MAINTENANCE WORKER

Division: **Retail** Class Code: **202**
Supervisor: **Store Manager, Cinema General**
Manager (based on assigned location) Pay Grade: **Grade 6**
FLSA Status: **Non-Exempt** **\$12.10-\$13.61/hourly)**

DESCRIPTION

Performs all maintenance and repair work for FTDC Tribal Enterprise locations.

DUTIES AND RESPONSIBILITIES

1. Maintain upkeep of all plumbing and electrical fixtures throughout the enterprises. This includes cleaning and changing HVAC filters and lighting fixtures as needed.
2. Perform maintenance, repairs and minor damages of building, equipment and properties.
3. Perform minor painting and carpentry.
4. Assist with the development and enforcement of fire safety procedures of building, equipment and property.
5. Obtain cost estimates for major or contractual repairs as requested by the Manager
6. Submits orders or requisitions and maintains adequate supplies of replacement equipment, cleaning supplies and store supplies to the Manager.
7. Sweep, mop, wax and buff all floors
8. Clean storage rooms, walk-in cooler, walk-in refrigerator and freezer, office, restrooms and maintain in a safe and orderly manner
9. Clean and maintain facility entranceway (building and property) in an orderly and safe manner, free of debris for all customers and visitors.
10. Maintain outdoor landscaping to include weeding, watering, fertilizing and trimming. Keep parking lots and surrounding areas clean of all debris. Keep walkways, entryways and driveways free of ice, snow and litter
11. Have knowledge of OSHA / MSDS regulations
12. Ability to handle minor gas / diesel spills
13. Wash walls, windows and mirrors.
14. Collect and remove all waste in trash containers throughout the facility.
15. Maintain and locate outdoor advertising signs.
16. Perform related assignments and other duties as assigned.
17. Maintain strict confidentiality of privileged information encountered in the course of work.

REQUIRED KNOWLEDGE, ABILITIES, SKILLS:

1. Must be a High School Graduate or equivalent. Two (2) years related experience.
2. Must have the ability to learn methods, materials and equipment ordinarily used in cleaning to assure that the facility is safe, clean and sanitary. Ability to operate hand tools including electrical tools. Must have basic knowledge of industrial cleaning supplies.
3. Must have a friendly attitude and be able to communicate well with the general public and vendors.
4. Must be able to perform job duties with minimal supervision.

5. Must be willing to work weekends, holidays, nights and overtime, if needed.
6. Must be 21 years of age or older
7. Must abide by FTDC Personnel and Procedures
8. Must have a valid Nevada Driver's License
9. Must be willing to take and pay for pre-employment drug and alcohol testing.
10. Must pass a criminal background check.
11. Physical Requirements: Physical ability to climb ladders to perform tasks that involve reaching, stretching and manual manipulation and to stand, bend, crouch, stoop and twist for extended periods of time; sufficient strength and stamina to lift and carry objects up to 100 pounds, sometimes repeatedly and for long periods of time. Note: Work necessitates exposure to dust, dirt, grease and irritating chemicals and requires use of protective gear.
12. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
13. In accordance with 25 CFR and the FTDC Personnel Policy, Tribal and Indian Preference will apply.

GENERAL EMPLOYMENT INFORMATION

Fallon Paiute-Shoshone Tribe and Native American/Indian Preference. Employment preferences to members of the Fallon Paiute-Shoshone Tribe and to members of federally-recognized Indian Tribes shall apply to this position pursuant to the FTDC's Personnel Policies. Persons of Tribe and/or Indian ancestry and wish to claim these employment preferences should submit a copy of the Tribal Enrollment card/certification indicating the name of the Tribe they are enrolled with.

U.S. Veteran's Preference. Preference to opportunities to veterans honorably discharged from the United States Armed Forces shall apply to this position pursuant to the FTDC's Personnel Policies.

Equal Opportunity Employer. The Fallon Tribal Development Corporation does not discriminate on the basis of race, color, national original, sex, religious preference, age, handicap, marital status, political preference, genetics or membership or non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

Drug Free Workplace. The Fallon Tribal Development Corporation is a drug-free workplace. All employees are subject to a pre-employment drug test (at his/her own expense) and random drug screens.

Background Checks. All employees must be able to pass a background check per the FTDC's background check procedures.

Position Description Limitations. This position description does not constitute an employment agreement between FTDC and the employee, and is subject to change by the FTDC Board of Directors as the needs of FTDC and the requirements of the job change. This position description is not intended to present a descriptive list of the range of duties performed by any employee in this position and is not intended to reflect all duties performed within the position.

EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

I have received a copy of this approved position description. I have read this position description (or had it read to me), and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of FTDC without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor or Human Resources. I understand that all evaluations and any pay increases will be based on my ability to perform the duties outlined in this position description. I have discussed any questions I may have about this position description prior to signing this form.

Employee's Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

This acknowledgment will be placed in the employee's personnel file.