

MOAPA BAND OF PAIUTES

MOAPA RIVER INDIAN RESERVATION

P.O. BOX 340

MOAPA, NV 89025

Telephone: (702) 865-2787

Fax: (702) 865-2875

JOB ANNOUNCEMENT

Title: Maintenance Technician
Supervisor: Director of Housing (TBA)
Salary: Hourly / DOE
Shift: Full-time
Opening date: September 3, 2024
Closing date: September 13, 2024

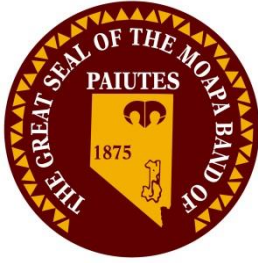
Job Summary:

The Maintenance technician performs a variety of semi-skilled construction, maintenance, and repair activities in assigned maintenance operations areas and work orders which include low-rental housing units, office buildings, equipment and appliances; and performs related work as required. Work is performed under the supervision of the housing director or maintenance supervisor (TBA).

Duties:

1. Assists with annual required inspections of rental units.
2. Receives and closes out work orders, providing all necessary documentation.
3. Maintains repair and service schedules.
4. Performs preventive, on-going, routine, and non-routine maintenance on low rental housing units.
5. Installs, repairs, removes doors, locks, windows, frames, floor tiles, and other fixtures.
6. Refinishes concrete work on floors, walkways, and other projects.
7. Responds to service calls after regular working hours (on call)
8. Mixes prepared paints and paints a variety of exterior and interior surfaces.
9. Conducts other routine maintenance as assigned.
10. Inspects equipment and tools for defects; performs minor repairs and maintenance on equipment.
11. Conducts minor repairs to various equipment and appliances in the low-rental units.
12. Reports all defects in housing units, reports any unsafe conditions or situations of the tenants, and any tenant violations to the housing director.
13. Uses a variety of hand and power tools and precision measuring and testing instruments in a safe and efficient manner.
14. Maintains grounds of the common areas of the rental projects, including playground areas and around buildings.
15. Observes safety rules and ensures and maintains a safe environment.
16. Contributes to a team effort and accomplishes related results as required.
17. May instruct and guide temporary, youth, work alternative and seasonal employees in basic work procedures and safe working practices.
18. Document and report unsafe and/or unsanitary housing units, prepare vacated rental units for occupancy by performing maintenance duties.

Applications available/accepted at: Moapa Band of Paiutes, 1 Lincoln Street, P.O. Box 340, Moapa, NV 89025
Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended



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19. Responsible for completing required documentation, which includes mileage logs, inspection forms, and other necessary reports.
20. Responsible for security and proper use of the MBOP vehicles, tools, equipment as assigned.
21. Performs other related duties as assigned or requested.

Requirements:

- Must be over 18 years of age.
- Must have a High School Diploma or GED.
- Knowledge of use of maintenance tools, chemicals, cleaners, and disinfectants.
- Knowledge of the methods and practices used in preventive maintenance and repair work.
- Knowledge of occupational hazards and applicable safety practices.
- Ability in mathematical compilation to properly carry out the duties of the position.
- Skill and diplomacy in working with low-rent tenants and the public.
- Skill in the safe operation of power tools and shop equipment.
- Skill in diagnosing and repair of equipment utilized.
- Knowledge in HVAC, electrical, plumbing, and/or other construction trade.
- Must submit to and pass a pre-employment drug/alcohol screening and random screenings throughout employment.
- Must have a valid driver's license and be insurable.
- Be able to lift 70 lbs. or more.
- Able to crawl, climb, and kneel for long periods of time
- Must be able to communicate via email, telephone, or in person.
- Must be able to work in all weather conditions.
- Must be able to work independently.
- Must be able to follow verbal and written instructions of supervisor.
- Must pass a pre-employment background check.
- Must be willing to work a flexible schedule including evenings, weekends, and holidays.
- Able to maintain complete confidentiality.
- Be dependable.
- Demonstrate friendly, service oriented and cooperative attitude.
- Working knowledge of computer programs: Word, Excel, PowerPoint, Publisher, and Outlook.
- Ability to use internet programs and applications.
- Must have excellent interpersonal skills and be able to work effectively with the general public and staff.
- Candidate must be able to demonstrate empathy, respect and maturity while maintaining a professional appearance and demeanor.