



6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 ▪ 707-566-2288 ▪ www.gratonrancheria.com

## MAINTENANCE TECHNICIAN

### *Position Description*

<b>Department:</b>	Environmental Department
<b>Pay Range:</b>	\$22.12 – \$29.91
<b>Hours/week:</b>	40
<b>Classification</b>	Non-exempt

<b>Reports to:</b>	Environmental Programs Manager
<b>Effective Date:</b>	October 15, 2021
<b>Revised Date:</b>	October 15, 2021
<b>Type:</b>	Full-time

### MISSION STATEMENT

*The Federated Indians of Graton Rancheria exists to exercise its inherent sovereign powers, customs and traditions; to perpetuate its unique native heritage; to preserve and protect the rights and privileges of its Tribe; to establish justice in the conduct of Tribal affairs; to work for the social and economic betterment of all citizens; and to foster the value of education.*

### POSITION SUMMARY

The Maintenance Technician is responsible for upkeep activities on Tribal lands managed by the Environmental Department, including vegetation management, debris removal, and maintaining the Farm and Garden facilities. The incumbent will perform a variety of preventative maintenance tasks and field assignments in accordance with land management plans and tribal statutes.

### DUTIES AND RESPONSIBILITIES

The following duties are considered essential for this job classification:

- Identifies, prioritizes, and schedules preventative maintenance activities on Tribal lands and Farm and Garden facilities.
- Performs facilities maintenance, repairs, and general upkeep of assigned grounds, buildings, and equipment.
- Performs miscellaneous minor repairs such as, but not limited to: replacement of minor electrical fixtures; patching holes in walls, painting, fixing leaky spigots and faucets. etc.
- Actively monitors assigned Tribal lands and reports trespass violations in coordination with the appropriate authorities.
- Completes small-scale infrastructure work including fence repairs, irrigation installation, and light carpentry.
- Performs vegetation management, including weeding, watering, planting, and pruning.
- Coordinates with supervisor and the Tribal Heritage Preservation Officer (THPO) for project review and adheres to THPO compliance requirements for the protection of Tribal Cultural Resources on Tribal lands and historic properties.
- Performs general interior and exterior building maintenance for Farm and Garden buildings.
- Uses power tools, chemicals, supplies, and related materials safely, in accordance with product instructions, and in compliance with Department's safety requirements. Repairs, assembles, moves and/or installs furniture.
- Performs litter and debris removal at assigned work locations.
- Coordinates services, repairs, and operates tools and equipment.

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- Completes detailed record keeping of activities performed.
- Coordinates with contractors on projects as needed.
- Ensures supplies, tools, and equipment are properly secured and stored when not in use.
- Inspects assigned infrastructure for safety issues and potential future work projects.
- Operates and assists in vehicle maintenance as needed.
- Promotes the comfort and safety of the public, staff, and guests, and provides for an environment that is supportive of the Tribe's programs and services.
- Performs other duties and supports maintenance needs of other departments as assigned.

### QUALIFICATIONS

**Knowledge of:** Uses and purposes of a variety of tools and materials as they relate to the maintenance and repair of infrastructure, facilities, and systems; ecological land management practices; vegetation and fuels management; safe work practices including safety precautions for operating power equipment; and basic equipment troubleshooting principles and practices.

**Ability to:** Perform manual labor under adverse conditions; operate a variety of tools and equipment such as mowers, tractors, and weed whackers; follow safety protocols; discern weeds from native plants; understand and carry out oral and written directions; read and interpret work orders, diagrams, and maps; work independently in a field setting; take basic measurements; fill out work orders and daily logs of work performed; learn to use computer technology as necessary to complete job tasks, e.g., complete online timecard; communicate effectively with co-workers, Tribal Citizens, Tribal Council and vendors; send/read email, complete online training; develop and maintain good working relationships with co-workers; demonstrate cultural competency and awareness; and exhibit cultural awareness and sensitivity of Native American values and cultures.

**License:** Must possess a valid driver's license and be insurable under the Tribe's policy.

**HAZWOPER:** prefer HAZWOPER certification, must obtain within 6 months if not certified.

### EXPERIENCE AND EDUCATION

**Education:** High School Diploma or equivalent (GED) required. Associate degree in Environmental Studies, Park Maintenance, Construction or related field, or Trade School, preferred.

**Experience:** Minimum of two years' experience in landscaping, groundskeeping, land management, facilities maintenance, construction, or closely related field required.

### SUPERVISORY RESPONSIBILITIES

N/A

### WORK ENVIRONMENT

**Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Work is regularly performed outdoors where exposure to adverse weather conditions such as heat, cold, wind, and blowing dust, as well as possible exposure to fumes and/or other airborne particles. Early morning work, evening, and weekend work may be required, as well as working solitary at times.

**Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is regularly required to stand, kneel, or bend over for long periods of time and may be required to walk on uneven surfaces or unstable ground. The ability to use hands to handle or feel, reach with hands and arms, and balance or bend over is required. The employee must routinely lift and/or move up to 50 pounds.

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### TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a Federally Recognized Indian Tribe and, in accordance with the Tribe's human resources policies, has adopted and implemented a Tribal and Indian Preference Employment Statute. Pursuant to this Statute, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a federally recognized Indian tribe.

Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

### OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background investigation:** This position will be subject to a criminal history background check and a suitability background check. In addition, all positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug and Alcohol screening:** All applicants must successfully pass a pre-employment drug and alcohol screening prior to beginning employment and will be subject to reasonable-suspicion drug testing.
- COVID-19:** All applicants must successfully pass a pre-employment Covid-19 test prior to beginning employment. FIGR requires all employees to be fully vaccinated against Covid-19 and its variants; all employees must provide proof of vaccination prior to employment.

***Disclaimer:*** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

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### ACKNOWLEDGMENT

I have reviewed the content of the **Maintenance Technician** position description and have been provided a copy of the position description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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*Employee (printed name)*

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*Employee (signature)*

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*Date*

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*Supervisor (printed name)*

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*Supervisor (signature)*

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*Date*