

**MAKAH TRIBE
Position Description**

JOB TITLE: Provider Unit Maintenance Specialist

Exempt: No	Job Code: 3-SS T6
Target Salary: \$20.88 to \$24.56/DOQ	Shift: Flex
Program: Clinic	Location: 250 Fort St.
Reports to: Facilities Manager	

SUMMARY: This position is located in the Maintenance Department of the Sophie Trettevick Indian Health Center (STIHC). Responsible for the providing independent maintenance and carpentry services to both residential units and clinical facilities as directed by the Facilities Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Maintenance:

Coordinates with Facility Manager and Operations Coordinator to ensure that rental units are on an approved routine maintenance schedule to include annual inspections, plumbing, HVAC, weatherization, yard maintenance, home safety devices and overall condition of units.

Ensures timely turnover of rental units between former and new tenants to include repairs, clean up and yard preparation.

Responds to emergency or urgent repairs in conjunction with Facility Manager or other designated staff.

Assists Facility Staff with larger maintenance projects as needed.

Carpentry:

Performs carpentry work in performing preventive maintenance and repairs to structural elements of the facility.

Installs and/or repairs roofing, windows, floor tile, exterior and interior wall surfaces, and performs touch-up painting as required.

Assembles/installs cabinetry and countertops, ensures measurements and calculations and materials needed are accurate.

Work is inspected for compliance with building codes, quality of workmanship, and adherence to schedule.

Adheres to maintenance schedules for all STIHC property and performs tasks as assigned.

Performs clean-up duties such as cleaning equipment, sweeping, straightening, and lining up tools and other property in the assigned area.

QUALIFICATIONS/REQUIREMENTS

Must have a high school diploma or GED.

Must have 5 years proven experience as a carpenter.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common electrical schematics, technical guidelines, and tracking records. Reads and interprets blueprints or drawings to plan and accomplish work, independently measures and lays out work, and exercises skill in using a variety of the tools of the trade such as hand and power tools.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, square footage, PSI for generators, and other carpentry, electrical, and plumbing measurements to order supplies and equipment.

REASONING ABILITY

Have the ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Have the ability to deal with non-verbal symbolism, (formulas, scientific equations, graphs, blueprints, etc) in its most difficult phases. Have the ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington State Drivers license and insurable. A certified copy of an individual's driving record for the past three years of operation obtained from the Department of Motor Vehicles in the state the driver's license is issued will be conducted upon hire.

OTHER QUALIFICATIONS

Must have understanding of carpentry techniques and methods of installation and construction.

Must have the ability to work in a team setting with excellent communication, customer service, and organizational skills.

Must have the ability to comply with HIPAA regulations, which mandate the incumbent, shall maintain complete confidentiality of all administrative, medical and all other pertinent information that comes to his/her attention or knowledge.

Must have computer experience is necessary to maintain in-house contact and work order documentation.

Must have the ability to establish and maintain effective cooperative professional working relationships with staff and contractors.

Must have the ability to following established safety rules and regulations and maintains a safe and clean work environment as they apply to the health care environment.

Ability to perform assigned duties at the journeyman level and to follow Tribal purchasing guidelines when necessary.

Must have the ability to adhere to OSHA Bloodborne Pathogens Standards. Proper personal protective equipment will be made available to the employee as well as training.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS

Most of the work is performed at the job site. The incumbent operates a variety of hand and power tools and equipment, requiring extensive periods of standing, walking, climbing, bending, kneeling, and lifting and carrying bulky materials and equipment in excess of 100 pounds.

Must be able to perform work that requires normal vision, hearing, sense of touch and sense of smell.

WORK ENVIRONMENT

The incumbent works indoors and outdoors in all types of weather, sometimes on ladders or scaffolds at heights up to 10 feet above ground level, and in confined spaces, is exposed to the normal hazards of the trade, such as falls, cuts, contusions, and electrical shock. Working conditions may be dirty or dusty, with exposure to fumes, unpleasant smells, and substances such as paints, solvents, and cleaning agents. Uses personal protective equipment including safety shoes, safety glasses, earplugs, filter masks, and gloves.

SPECIAL REQUIREMENTS

Immunization Requirements:

Must be immunized against measles and rubella, or provide documentation /proof of immunity prior to employment.

Skin Tests Requirements:

All employees shall have a tuberculin test upon employment and annually thereafter.

EXCEPTIONS:

If you were born before 1957 you are **NOT REQUIRED** to have the measles and rubella immunization nor do you need to provide documentation.

If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

**Makah Tribal Council
Human Resources
P.O. Box 115, Bldg 71
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com**

**OPEN: March 5, 2020
CLOSE: March 18, 2020**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.