



JOB DESCRIPTION

SENSITIVE

Job Title: Trades Maintenance Specialist
Dept./Division: Facilities Management
Unit: Maintenance
Job Family/Class: Building Trades Series
Supervised By: Building Maintenance Lead
Employee Type: Hourly
Pay Grade: 17

NATURE OF WORK:

The Trades Maintenance Specialist is responsible for providing journey-level maintenance, repair, diagnosis, trouble-shooting, construction and preventative maintenance of PYT facilities.

ESSENTIAL FUNCTIONS:

- Perform highly skilled fabrication or modifications of existing or proposed equipment, housing facilities and system according to verbal directions, sketches, plans, engineering drawings or technical references.
- Perform skilled analysis and critical repairs of PYT owned facilities, equipment and systems in accordance with established standards, rules and regulations.
- Inspect service and maintain assigned tools, equipment and vehicles.
- Perform quality control analysis on equipment or supported systems for proper functioning and perform remedial actions necessary to assure optimum operations.
- Maintain comprehensive records of work performed, modifications to equipment or systems and related operations logs.
- Prepare periodic and special reports for management on equipment, systems and/or facilities supported maintained.
- Prepare working sketches, drawings and estimates of resources required for assigned projects.
- Prepare sketches and drawings for work proposed or in-progress to communicate needed information to supervisors, subordinates and contractors.
- Interpret and apply required codes or standards to work situations.
- Gather wood for cultural or social events.
- Interpret complex blueprints, schematics and diagrams to facilitate work.
- Operate specialized equipment in direct support of other activities.
- Monitor contractor performance (including contractor-supplied goods and services).
- Assist in conducting on-the-job training for employees in assigned work-unit.
- Maintain security and accountability for all tools, equipment and materials.
- Perform other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Operation and maintenance of tools, equipment and materials encountered in area of assignment;

- Operation and maintenance of testing and monitoring equipment common to skill, trade or of specialization;
- Hazard, safety procedures or equipment required in the area of specialization or assigned work-areas;
- Codes, standards, rules and regulations applicable to the craft, trade, specialty or area of work assignment;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Perform journey-level tasks of the skill, trade, craft or area of specialization;
- Prepare working sketches drawings and estimated of resources required for assigned projects;
- Interpret and apply required codes, standards, rules and regulations to work situations;
- Interpret complex blueprints, schematics and diagrams;
- Maintain written documentation of activities;
- Relate to homeowners and tenants in a friendly, courteous, and considerate manner;
- Make basic mathematical calculations at level required for assigned duties;
- Work outside in varying weather conditions;
- Follow oral and written instructions;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

High School Diploma or GED plus one (1) year of direct journey-level work experience in the trade, craft or skill in the area of assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

AND

- Certified in an industry-recognized apprenticeship or training program is preferred.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's License.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card or be able to obtain the Level 1 Arizona Clearance Card within ninety (90) days of hire. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing and balancing. Incumbent may be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, bodily fluids, work space restrictions, and travel.

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

This position will require the incumbent to work non-traditional hours, nights and weekends.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Department Head and/or Designee

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date