

Colville Indian Housing Authority

Position Description

Position: Maintenance Mechanic	Position Number:
Department/Site: Capital Improvements	FLSA: non-exempt
Reports to/Evaluated by: Maintenance Supervisor	Salary Grade: 118 / Step 4 \$22.53

Summary

Performs specialized and generalist skilled maintenance and repair such as painting, carpet, carpentry, plus preventative building systems maintenance and servicing. Participates in the performance of skilled work projects in the various construction and mechanical systems trades, such as, but not limited to, plumbing, electrical, HVAC and other crafts.

Distinguishing Career Features

The Maintenance Mechanic is a multi-skilled maintenance specialist in a skilled trades career path, requiring considerable experience in one or more structural and building maintenance sub-specialties such as: painting, carpentry or similar area requiring expansive experience to reach competency. Specialist in this classification are multi-skilled generalists. Advancement is possible to a Lead Maintenance Mechanic with training, and competency in one of the advanced trades combined with additional experience with journey level specialties.

Essential Duties and Responsibilities

Incumbents in this classification are qualified in one or more of the highlighted areas and also capable of performing or participating with and assisting other skilled trades team members on any of the following:

Structural

- Maintains and repairs all types of roofing. Assess condition, leaks, and safety. May apply new surfaces and repairs asphalt, and metal roofing.
- Using a backhoe or similar equipment, may provide trenching and contouring services for plumbing, electrical, landscaping, and other projects.

'Generalist' Maintenance

- Paints walls, doors, rooms, buildings, parking lots, and other surfaces. Prepares and finishes surfaces by scraping, using commercial paint removers, fills cracks and holes or sizing dry wall.
- Constructs, fabricates, assembles, installs, repairs or replaces doors, walls, signs, desks, counters, shelves, shelf units, benches, bleachers, forms, frames, fences and stairways.
- Participates in repair and replacement of electrical distribution systems such as switches, breakers, and plugs.
- Participates in the movement and setup of temporary building and structures.
- Assembles, adjusts, repairs, and refinishes furniture. Moves furniture and stage

platforms including those used for special events and activities.

- Installs and repairs baseboards, furniture, cabinets, and shelving. Installs, repairs, and maintains floor tile, acoustical tile, and linoleum.
- Accesses automated work order systems, retrieving and arranging assignments to maximize efficiency. Documents completed work order activity.
- Performs other duties as assigned that support the overall object of the position.

Qualifications

▪ Knowledge and Skills

The position requires in-depth knowledge of a trade sub-specialty such as: structural, painting, glazing, electrical and plumbing. Requires working knowledge of practices, processes and materials used in their specialty as well as installation, proper fit of assemblies, and safety. Requires working knowledge of building structural repairs and maintenance, sufficient to independently perform projects, maintenance and repairs, requiring advanced skill. Requires knowledge of the use, maintenance and minor repair of the various tools and equipment used in building maintenance and repair work. Requires sufficient math skills to calculate. Requires knowledge of safety rules and regulations. Requires sufficient human relations skills to discuss and understand technical specifications and to interact with internal customers.

▪ Abilities

Requires ability to perform the essential duties of the position including one of the skilled sub-specialties. Requires the ability to work as a member of a crew and maintain harmonious work relationships. Requires the ability to perform duties at the skilled all the way to unskilled level to complete routine maintenance tasks. Requires the ability to read, understand and interpret work schedules and drawings. Requires the ability to understand written and oral instructions. Requires the ability to make straightforward arithmetic calculations for distance, angle, and quantity. Requires the ability to work variable schedules to facilitate efficient project completion and special events. Requires the ability to observe safe work practices and handle hazardous materials according to accepted procedures. May require the ability to perform work assignments on varying schedules.

▪ Physical Abilities

Requires the ability perform work of an active nature; to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) heavy weights of up to 50 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires balance to stand and walk on elevated and angled surfaces and the ability to climb, stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials, moving objects, and observe work-in-progress. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions.

▪ Education and Experience

The position requires a High School diploma as demonstrated by arithmetic, reading, and writing skills sufficient to understand safety instructions, read and document work orders,

read plans and drawings, make measurements, plus 3 years of experience in general building maintenance.

- **Licenses and Certificates**

Requires a valid driver's license.

- **Working Conditions**

Work is performed indoors and outdoors in extreme weather conditions where significant safety considerations exist from full-body physical labor and handling of medium-to-heavy weight materials.

This job description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

CLOSING DATE: Open until filled – 1st review February 20, 2024. Applications must be received by 1:00 PM

INFORMATION: Attention: Tauni Marchand, P.O. Box 528, Nespelem WA 99155
tauni.marchand@colvilletribes.com

To apply for position, please visit: www.colvilleiha.org

Indian Preference will apply; preference will also be given to honorable discharged veterans who are minimally qualified. Posted 02/06/2024