



PYRAMID LAKE PAIUTE TRIBE

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JOB ANNOUNCEMENT

CHILDCARE MAINTENANCE WORKER/SAFETY OFFICER

(2) Nixon & Wadsworth Childcare Centers

\$13.68 – 14.37 /hr. Full-time, Regular; Cl. 178, Gr. 12

Date Posted: 09/23/20

Date Closed: 10/06/20

DEFINITION: Maintains a decent, safe and sanitary environment by keeping facilities clean and in orderly condition. Repairs and maintains all buildings and grounds, vehicles, equipment, and water systems. Implements and monitors the safety management program for the Child Care. Plans, directs, and enforces compliance with state and federal health, safety and fire codes to reduce or prevent safety hazards.

DUTIES AND RESPONSIBILITIES:

Perform cleaning tasks, such as strip, seal, and buff floors; sweep, mop, scrub and polish floors; dust and polish furniture and woodwork; wash doors, walls, windows, ceiling, blinds and furniture; clean items in scheduled designated areas; vacuum, shampoo carpets and clean carpets/floor using heavy industrial type scrubbers and high speed burnishes.

Collect and dispose waste paper and trash including the transport of contaminated material to an authorized facility for proper disposal.

Clean, disinfect and sanitize wash bowls, mirrors, drinking fountains and toilets; replenish towels, tissues, and other restroom supplies.

Make general repairs to buildings as needed; perform routine painting; replace lights inside and outside of building; plumbing; make adjustments to furniture, equipment and restroom fixtures.

Notify management concerning need for major repairs or additions to lighting, heating and ventilating equipment. Assist with and coordinate repair and maintenance of building and equipment with appropriate staff or contracted firm.

Keep parking lots and surrounding areas clean of all debris. Keep walkways, entry ways and driveways free of ice, snow, and litter.

Perform a variety of preventative maintenance work in one or more of the major building or mechanical trades to include, plumbing, electrical, carpentry, painting, welding, heating/air conditioning, equipment mechanics.

Fill out daily log or report to ensure specific room cleaning schedules are met.

Maintain and service all vehicles under assignment. Keep maintenance/service, gas, and mileage logs.

Use general carpentry, mechanical and other required hand tools.

DUTIES AND RESPONSIBILITIES cont.:

Repair, install and maintain all water pipes, faucets, toilet fixtures, and septic tank systems.

Perform minor construction activity, calculate dimensions and estimate materials needed.

Requisition for materials and supplies, perform supply and material inventory, travel to pick up supplies.

Act as Safety Officer, design, develop and present training on a wide range of safety and health regulations, OSHA standards and regulations, safe work practices, hazard abatement strategies, and evaluate program effectiveness.

Maintain administrative control of records related to health and safety programs.

Conduct building and ground surveys on a regular basis to detect any hazards.

Provide safety and security information and orientation to employees.

Participate in development and update the safety manual; document and conduct quarterly fire drills, and semi-annual disaster drills.

Investigate, evaluate and stop any unsafe or potentially hazardous activity. The safety officer has the same authority as the Childcare Director in safety issues.

Perform other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of preventive maintenance; methods, materials, tools and equipment used in facility maintenance and repair; grounds care procedures; irrigation operation and techniques; practical means to abate a broad range of known workplace hazards; work place safety.

Ability to read sufficiently and interpret repair orders, equipment operation manuals; write sufficiently to document the condition of equipment and structures and required repairs; add, subtract, multiply and divide whole numbers, fractions and decimals to calculate dimensions and estimate materials needed to perform work, understand and follow oral and written instructions; perform manual labor; develop and plan professional quality training program on a wide range of workplace safety topics; conduct health and safety inspections; speak in front of an audience.

Must possess a valid Nevada Driver's license and have a safe driving record.

Must be able to favorably pass a thorough background investigation.

REQUIRED EDUCATION AND EXPERIENCE:

High school graduate or equivalent; or twelve semester credit hours from an accredited college/vocational school in relevant building and/or mechanical trade courses; and/or three years of full time progressively responsible work experience or training that indicates possession of the required knowledge, skills and abilities in occupational safety to enable the safety officer functions to be fulfilled. Must be certified in CPR/First Aid within three months of employment.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, extension 1119/1132.

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964 amended in 1991.