

# PYRAMID LAKE PAIUTE TRIBE

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## JOB ANNOUNCEMENT

### MAINTENANCE WORKER II

Realty Department, Nixon, NV  
\$10.71-11.25 Per Hour, Full-Time, Non-Exempt  
Class Code: 138, Grade: 9, Step 1-3 DOE

JA18-031

**Date Posted: 06/01/2018**  
**Date Closes: OUF**

**DEFINITION:** Responsible for the repair and maintenance of all buildings, vehicles/equipment, water systems/grounds and supervision of maintenance staff.

### **DUTIES AND RESPONSIBILITIES:**

Performs janitorial duties.

Performs necessary preventative maintenance work needed on facilities, such as replacing or repairing window glass, locks, door steps, plumbing fixtures, electrical fixtures, switches, light sockets and similar items.

Performs repair and maintenance on water pipes and sewer lines, which includes faucets, waterline repair, septic tank care, etc.

Performs painting and minor renovation on building interior of facilities, indoor and outdoor.

Performs basic repair work on air conditioning, heating systems or small engines.

Maintains and services all vehicles under assignment. Required to keep maintenance/service, gas or mileage logs.

Required to attend training programs to learn new methods and work simplification techniques, as well as preventative safety hazards.

Informs the supervisor of necessary materials/equipment needed.

Performs supply and material inventory once a year.

Coordinates and conducts the periodic and annual inspection of respective areas.

To maintain and service heavy equipment such as backhoe, truck and motor grader.

Required to requisition for materials/equipment and travel to pick up items.

Performs minor construction activity.

Performs other duties as required.

**MINIMUM QUALIFICATIONS:**

Good working knowledge of tools, equipment, vehicles and facility maintenance.

Working knowledge of basic skills in three or more of the maintenance skills required such as, carpentry, painting, plumbing, mechanical, electrical, air conditioning, heating systems, hand tools, mechanical equipment and/or motor mechanics.

Ability to: follow oral and written instructions. Ability to work with minimum supervision; diagnose/analyze a problem and expediently perform the necessary repair work; communicate with supervisor and other; estimate cost of materials and prepare requisitions.

Must possess a valid Nevada Driver's License and must have maintained a safe driving record. Must obtain a Class (3) three Nevada Driver's license within probationary period.

Must be dependable and reliable.

**REQUIRED EXPERIENCE AND TRAINING:**

High School graduate or GED. Three years of building trades experience or any combination of experience, training or other preparatory which would indicate possession of the required knowledge, abilities and skills. Experience in operating and maintaining vehicles, backhoe and dump truck.

**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 P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, extension 1132/1119/1120. [www.plpthumanresources.org](http://www.plpthumanresources.org) and/or [hrrecruiter@plpt.nsn.us](mailto:hrrecruiter@plpt.nsn.us)

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. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition 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. -*