



The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 11/25/24
CLOSE: 12/11/24

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: MAINTENANCE TECHNICIAN I

RESPONSIBLE TO: Housing Maintenance Manager

SALARY: Step Range: 13-23; Full Benefits
Salary Range: \$40,628 - \$54,601
Hourly Range: \$19.53 - \$26.25

CLASSIFICATION: Non-Management, Regular, Full-Time

LOCATION: Klamath Tribes Administration
Housing Department
501 Chiloquin Blvd.
Chiloquin, OR 97624

BACKGROUND: Comprehensive Employee level

POSITION OBJECTIVES

This position is located in the Klamath Tribes Housing Department. The Maintenance Technician I is responsible for performing a variety of maintenance work in buildings, basic plumbing, basic carpentry, and painting, grounds keeping duties, inspections, construction and repair of Klamath Tribal housing units and Pe'peep'aak Congregate.

MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for assuring that the Klamath Tribes housing units and Pe'peep'aak Congregate are maintained up to standard, in safe and sanitary conditions.
2. Maintain a working knowledge of safety policies and procedures, as related to a maintenance program.

3. Establish and maintain a filing system for accurate records of all work orders submitted to and completed by maintenance.
4. Operate the maintenance program in the most efficient and cost-effective manner using the established policies and procedures for procurement of the Housing Department and the Klamath Tribes.
5. Duties include, but are not limited to, painting, raking, mowing, weeding, basic plumbing, basic home repair, and carpentry at designated locations.
6. Report actual work hours, material used, and mileage accrued on vehicles while performing duties.
7. Recommend the acquisition, materials used, and inventory of tools and supplies needed to carry out required daily duties.
8. Responsible for reporting any necessary maintenance of vehicles.
9. Insure that the workmanship performed is completed in a timely manner and is of the highest quality possible given the materials provided.
10. Prepare & submit drafts of statistical, narrative, and other reports on maintenance records, work orders, work hours and materials, as required.
11. Assure that the renovations of units are completed prior to the occupation of new tenants.
12. Responsible for assuring that maintenance chargeable to occupants is properly recorded on work orders.
13. Maintain strict confidentiality of all files & accounts.
14. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The immediate supervisor is the Housing Maintenance Manager. Work is normally assigned in terms of objectives to be achieved with standard procedures to be used. During training detailed instructions are usually given on assignments. Recurring assignments are completed independently after training. The supervisor for compliance and timely completion reviews Work/Maintenance records.

KNOWLEDGE, SKILLS, ABILITIES

Ability to perform work and accomplish tasks in accordance with established policies, procedures, practices and priorities of the Housing Department. This includes the ability to plan and organize work using one's own initiative.

Ability to follow directions and instructions in the execution of residential maintenance and building procedures.

Ability to establish and maintain an effective filing and records management system.

Ability to learn all phases of carpentry, basic electrical wiring and plumbing, appliance repair and heating, as related to residential units.

Ability to communicate orally and in writing, and accurately document activities and services rendered.

Ability to be responsible, reliable and trustworthy.

Ability to read and comprehend blue maintenance manuals and repair procedures that deal with unit maintenance.

Ability to lift and carry objects weighing up to 50 lbs. And perform physical tasks such as bending, stooping, stretching, and lifting required in this position.

Ability to occasionally work overtime or call-outs during off duty hours for emergency work on units.

Skill in safe operation of vehicles under all types of weather conditions and traffic situations.

Good public relations and interpersonal relationship skills. This person should be able to meet with a variety of individuals in a professional manner, using tact, diplomacy and mature judgment.

AUTHORIZED PERSONNEL

During the course of work, the Maintenance Technician I shall not permit entry into the units by anyone other than Tribal housing employees or other pre-authorized persons on official business.

EQUIPMENT/SUPPLIES

The Klamath Tribes Housing Department will furnish all necessary equipment and supplies. Door keys will be provided, as required for admittance, by Housing Maintenance Manager.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to have at least one year of related work experience; with emphasis in construction.
- **REQUIRED** to be able to bend, lift and carry objects weighing up to 50 pounds.
- **REQUIRED** to have basic knowledge of the use of power tools and hand tools used for building and ground maintenance.
- **REQUIRED** to be willing to work indoors and outdoors in inclement weather conditions and temperature extremes.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Experience in proper recordkeeping and preparing reports for preventive or other trades, preferred.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference*).

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job 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 job 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 PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

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 a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:

I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.

Employee (printed name)	Employee (signature)