

# Maintenance Worker Job Description

**POSITION:**

Maintenance Worker

**SUPERVISOR:**

Tribal Administrator

**SALARY:**

DOE

**CLOSING DATE:**

Open until filled

**Introduction:** This position is responsible for the overall maintenance of all equipment, buildings and vehicles of the Fort Bidwell Indian Reservation facilities. It is the responsibility of the incumbent to become knowledgeable in all Administrative functions related to the upkeep and maintenance of all Tribal Facilities.

**Major Duties**

- Maintaining all community facilities, (including clinic, learning center, mental health) administered by the Tribe.
- Maintaining and being responsible for all Tribal Community property.
- Maintaining and repairing all water and sewer lines.
- Responsible for all lagoons, waste disposal area from septic tanks.
- Responsible for water quality testing to meet IHS/EPA standards.
- Responsible for rodent and pest control.
- Responsible for implementing irrigation project.
- Responsible for maintaining fence lines in range and agricultural area on the Reservation.
- Is under the direct supervision of the Tribal Manager.
- Other duties as assigned.

**Qualifications:**

- Knowledge of operating and repairing equipment.
- Knowledge of water and sewer systems and the ability to maintain these systems.
- Knowledge and ability to maintain lagoons and waste disposal area from septic tanks.
- Knowledge of water testing and results to meet HIS/EPA standards.
- Knowledge of irrigation systems.
- Ability to operate and maintain equipment owned by the Tribe in the maintenance of Community Facilities.
- Must have a valid California driver's license and be insurable.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). Applicants claiming Indian preference must submit verification of tribal affiliation.

**Scope and Effect:** The activities of the Maintenance Specialist are critical to the entire population as well as those families living on the Reservation, to provide adequate maintenance service to insure that services are not temporarily interrupted. Also to insure that referents receive the best maintenance service.

**Physical Demands:** Consists of lifting, bending, pulling and some office work.

**Work Environment:** Involves everyday risks of discomfort, requires safety precautions in an outside setting as well as an office setting.

**Contact:** Fort Bidwell Indian Community Council, PO BOX 129, Fort Bidwell, CA 96112  
Nichole Eichstadt Phone:530-537-0014 Fax: 530-537-0096