OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language Program, Child Care
Tribal TANF, Career Education
2574 Diaz Lane ▪ P.O. Box 847 ▪ Bishop, CA 93514 ▪ (760)873-5107

POSITION TITLE: Maintenance Assistant II
CLASSIFICATION: Non-Exempt
DEPARTMENT: Facilities
SUPERVISOR: Facilities Director
PAY RATE: NE4 $20.76 to 26.99 per hour

Position Summary:

Under direct supervision of the Maintenance Assistant III, performs semi-skilled preventive maintenance, repair, and renovation work on tribal buildings, facilities, grounds, and premises at Owens Valley Career Development Center locations utilizing trade skills in carpentry, basic electricity, plumbing, painting, plastering, and basic mechanical. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.

Essential Duties & Responsibilities:

- Maintains buildings by performing semi-skilled routine painting, plumbing, electrical wiring, minor carpentry, drywall, cement, and other related maintenance.
- Installs fixtures, appliances, tiles, windows, doors, cabinetry according to manufacturer specifications.
- Ensures maintenance equipment, tools, vehicles, and materials are clean, safe and in working order.
- Participates in rough and finish carpentry in rebuilding walls, floors, and repairing roofs.
- Refinishes concrete work on floors, walkways, and other projects.
- Trouble shoots and repairs electrical, water, gas, and sewer service lines.
- Replaces and adjusts controls on buildings heating and cooling units.
- Mixes prepared paints and paints a variety of exterior and interior surfaces.
- Troubleshoots and makes basic electrical repairs.
- Ensures offices and grounds are clean and sanitized. May provide janitorial services to buildings.
- Performs small patch plaster jobs.
- Ensures cleanliness of equipment and shops, including collecting debris, burning rubbish, cleaning gutters and drains, cleaning furnaces, heaters, coolers, and unloading equipment and supplies.
- May operate heavy equipment and acetylene and oxygen welding equipment.
- Maintains yard, landscaped areas, storages and other property.

- Schedules and reviews work orders as needed.
- Notifies management concerning needs of major repairs.
- Maintains logs and records of work performed and materials and equipment used.
- Inventories and requests equipment and supplies.
- Assists in the planting of maintenance of flowers, trees, shrubs, grass and other decorative landscaping.
- Water, fertilize, weed, mow and edge turf. Prunes trees and shrubs as needed.
- Assists in the installation of playground or sports equipment.
- Maintains and prepares ball fields/gymnasiums for scheduled practices and games.
- Operates a variety of hand and power tools, such as rakes, shovels, clippers, power lawn movers, chain saws, edger's, saws, weeders and welders.
- Cleans and maintains l common areas and grounds as directed.
- May be responsible for checking pump house and pond.
- Checks and recharges fire extinguishers as needed.
- Assists other maintenance personnel as directed.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED plus three years general maintenance work and grounds experience; or any equivalent combination of education and experience that could likely provide the required knowledge, skills and abilities to perform the duties of the position. Completion of a construction trades program, apprenticeship program or Associates Degree in Construction preferred. Shall possess and maintain a valid California Class C drivers' license, a Class B drivers' license is desired, and qualify for employer insurability, throughout the course of employment. Must successfully pass a pre-employment drug/alcohol screen, and background investigation.

Knowledge, Skills, and Abilities:

- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of grounds keeping, plumbing, and electrical, mechanical and maintenance systems.
- Knowledge of the methods, practices, tools, and materials used in preventive maintenance and repair work.
- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of preventive maintenance scheduling.
- Knowledge of cost estimating methods, practices, and techniques.
- Skill in operating power tools and shop equipment.
- Skill in the safe operation of heavy equipment.
- Ability to safely work with hand and power tools.
- Ability to work a modified schedule dependent upon the services provided and the business needs of the assigned department, with little or no notice.
- Ability to follow and complete a preventive maintenance program.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.

- Ability to work independently with minimal supervision.
- Ability to read, interpret, and work from architectural drawings, blueprints, and schematics and the Uniform Building Code, Electrical Code, and Safety Code.
- Ability to prioritize and accomplish tasks within strict deadlines.
- Ability and willingness to learn theory and principles, and to become certified in a variety of building trades.

Physical Demands:
While performing the duties of this job, the employee regularly is required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk; and stoop, kneel, climb or crouch. The employee occasionally is required to sit. Considerable physical activity; heavy physical work; heavy moving, lifting, pushing, or pulling of objects up to 50 pounds is a primary part of the job.

Work Environment:
Work is generally performed in an indoor and outdoor setting where exposure to unpleasant odors, dust, dirt, fumes, and chemicals may occur. Work environment involves some exposure to hazards or physical risks, which may require wearing safety-toe shoes, safety goggles, gloves or protective face shields. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required. Travel to locations shall be required.

Native American Indian Preference:
Native American Indian preference shall apply to all positions at OVCDC pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.

Benefits: OVCDC offers an affordable, comprehensive, and competitive benefits package. Eligibility for benefits depends on the position. The following is a listing of the benefits package:

- Medical plan
- Dental and Vision Insurance
- Flexible Spending Account option
- Generous Vacation and Sick Leave
- Observation of federal and state holidays
- 401(k) with employer match
- Life insurance
- Wellness program
- Tuition Reimbursement Program
- Professional Development and other training opportunities