



# DELAWARE TRIBE OF INDIANS

## JOB DESCRIPTION

<b>Position:</b>	Maintenance
<b>Department:</b>	Operations
<b>Employment Status:</b>	Regular
<b>Class:</b>	Full-Time
<b>Location:</b>	Bartlesville, OK
<b>Immediate Supervisor:</b>	Tribal Operations Manager

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### ***General Description:***

The General Maintenance Worker for the Delaware Tribe of Indians will perform repairs for assigned equipment and facilities including plumbing, electrical, basic carpentry, heating and cooling, and other building systems.

### ***Duties/Responsibilities:***

- Inspects and identifies equipment or machines in need of repair.
- Troubleshoots issues to determine necessary repairs.
- Plans repair work using building's blueprints or equipment manual as needed.
- Performs general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, and repairing doors and other building fixtures.
- Performs routine maintenance on building systems.
- Cleans and assists with upkeep of the facilities.

- Orders supplies and materials needed for repairs and maintenance.
- Performs other related duties as assigned.

***Required Skills/Abilities:***

- Ability to follow instructions from supervisors or senior maintenance workers.
- Knowledge of general carpentry and repair.
- Ability to use hand tools and power tools.
- Excellent organizational and time management skills.

***Education and Experience:***

- High school diploma or equivalent required.
- Related experience preferred.
- On-the-job training offered.

***Physical Requirements:***

- Prolonged periods standing and walking.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces.
- Must be able to lift up to 80 pounds at a time.

***INDIAN PREFERENCE POLICY:***

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring.