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## JOB DESCRIPTION

<b>Job</b> <b>Maintenance/Landscaper Reports</b> <b>To:</b> Maintenance Supervisor <b>Classification: (Do not fill in)</b> <b>Date Approved: (Do not fill in)</b>	<b>Title:</b>	<b>Department: AMHE Employment</b> <b>Status: Full-time Supervisory</b> <b>Status:</b> <b>Driving Classification:</b>
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### **Summary:**

This position will include demolition of rental units, basic repair of units and landscaping aH areas of .the housing authority complex and project area, work orders and all other duties as assigned. This position may require on-call maintenance based on the maintenance supervisor's determination regarding the needs of the rental community.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Perform demolition of rental units, basic repair of units.
- **Will** be responsible for landscaping all areas of the housing authority complex and project area.
- Will be responsible for day to day work orders and the basic repairs required on the work orders.
- Maintain and keep all tools and equipment assigned in safe and good working condition.
- Will be required to operate a motor vehicle and possess a valid driver's license and be insurable under the FMIT's vehicle insurance policy.
  - Report directly to the Maintenance Supervisor.
- Perform all other duties as assigned.
- Will be responsible for on-call maintenance based on the needs and determination of the maintenance supervisor.

### **Competency:**

Must have basic knowledge of hand and power tools, be able to read basic instructions and possess basic logic/reasoning.

### **Qualifications:**

Must possess a high school diploma or GED equivalent diploma. Must have basic knowledge of maintenance and landscaping.

### **Education/Experience:**

See qualifications above.

### **Language Ability:**

Must speak English and be able to communicate with staff.

**Math Ability:**

Must possess basic math skills.

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**Reasoning Ability:**

Must be able to reason and use logic.

**Computer Skills:**

Would be a plus but not mandatory.

**Equipment, Machinery, Tools and Material Utilization:**

Basic knowledge of maintenance and landscaping tools. Bobcat experience would be a plus.

**Certificates and Licenses:**

Valid driver's license is a mandatory requirement.

**Supervisory Responsibilities:**

NIA

**Work Environment:**

Work in normal construction environment. Maintenance facility available for breaks and lunches.

**Physical Demands:**

Must be able to lift and/or move up to fifty pounds. The employee is frequently required to use hands and fingers to handle, reach or feel and manipulate objects and controls. The employee is frequently required to stand for long periods and walk distances, as well as stoop, bend, kneel and crouch. The employee must be able to perform duties in extreme heat in summer and moderate cold in winter.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.*