



**JOB DESCRIPTION**  
**Bishop Paiute Tribe**  
**Bishop, California**

**Position:** CDD Maintenance Worker  
**Department:** Community Development Department  
**Supervised by:** Maintenance Supervisor  
**Pay Rate:** T-4 \$14.42 – \$20.19 (\$29,993.60 - \$41,995.20 Annually)  
**FLSA Status:** Non-Exempt – Full-time

**Position Summary:**

Under the direct supervision of the CDD Maintenance Supervisor, performs a variety of tasks in light building maintenance such as HVAC, window repair or replacement and repair to tiles, screens, garbage disposals, light fixtures, appliances, door locks, roofing, door frames, siding, interior and exterior painting at CDD facilities; in light electrical repairs and simple carpentry work.

**Responsibilities:**

*Other functions and responsibilities than what is listed below may be required at times.*

- Perform routine and non-routine maintenance reservation homes under the auspices of the tribal NAHASDA program.
- Schedule all necessary maintenance, preventative maintenance in order to maintain the rental units, administrative office and community buildings of the Bishop Community Development Dept. units in a decent safe and sanitary condition.
- Effectively work with the CDD work order and Tribal purchase order systems in implementing work orders, and purchasing materials and supplies for the CDD.
- Perform emergency and routine repair of designated housing units, including, but not limited to: Replacement or repair of broken windows, window panes, tiles, screens garbage disposals, light fixtures, appliances, door locks, roofing, door frames, sliding, interior and exterior painting and HVAC maintenance.
- Perform light electrical repairs on items such as appliances, lighting fixtures, switches, outlets, and circuits; and simple carpentry work, such as hanging and fitting doors, windows, replacing and building shelves.
- Assists in conducting a property inventory on all maintenance equipment owned by the Bishop Paiute Tribal Community Development Department and update regularly.
- May review interior and exterior work locations that involve hazardous environments requiring protective equipment that conforms to Tribal regulations and some physical discomfort due to temperature, dust and noise.

**Minimum Qualifications:**

- High school diploma or equivalent.

- Must be knowledgeable about general home maintenance work and generally acceptable standards of construction work.
- Skill and tact in handling working situations with contractors, tribal leaders, members and staff.
- Possess good communication skills.
- Experience in the following areas; carpentry, electrical, plumbing, painting, and minor repair work.
- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture
- Possess a valid California Driver's License and be insurable under the Tribes automobile insurance carrier.
- Must pass all pre-employment tests and abide by the Drug Free Workplace

**Physical Demands and Working Conditions:**

- Must be able to push, pull and move equipment and/or supplies in excess of 50 pounds.
- Must be able to distinguish colors.
- May be required to work in confined spaces, on ladders and rooftops, and in adverse weather conditions.
- Requires incumbent to be on 24-hour on-call status for projects and facilities emergencies.
- Perform other job-related duties as assigned by the Maintenance Supervisor, the Housing Management Officer/CDD Director.

**Signatures**

This job description has been approved by all levels of management:

*Manager:* \_\_\_\_\_

*HR:* \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

*Employee:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Indian Preference:**

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.