



QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 919-3661

POSITION DESCRIPTION

Position: Maintenance

Salary: \$15.00 per hour Non-Exempt

(Open to Enrolled Quechan Tribal Members Only)

Opening: Tuesday, September 6, 2022

Closing: Open Until Filled

BASIC FUNCTION:

Will perform routine maintenance, custodian, and grounds duties. Position will be under the direct supervision of the Facilities Manager.

DUTIES & RESPONSIBILITIES:

- Performs custodial duties and maintenance to all assigned tribal buildings. Includes sweeping, moping, vacuuming, general lawn maintenance, and trash removal.
- Keeps restrooms in sanitary condition.
- Performs minor building maintenance on various facilities on the reservation, including painting, repairs to drywall, patchwork, repairs to maintenance equipment as needed, works well with most tools needed for the position.
- Notifies management concerning need for major repairs.
- Mows lawn, trims shrubbery, and uses hand and power tools when assigned.
- Assists with purchases needed for maintenance or work orders including driving tribal vehicles to purchase needed equipment and/or supplies, etc.
- Must be able to assist in all tribal funerals as schedule.
- Must be able to work under extreme weather conditions.
- Must be able to work weekends, Holidays and over time may be required.
- Performs other related duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED
- Valid Driver's License and must be insurable by the Tribe's Insurance Company.
- Minimum Two (2) years of experience in maintenance, including basic handy-man skills.

Must be able to paint, make necessary repairs in all areas of facility maintenance and make repairs to maintenance equipment if needed.

- Experience preferred in custodial, and grounds keeping work.
- Be able to establish and maintain effective relations with the elderly, public, staff, and community representatives of agencies, organizations and groups.
- Must be able to follow oral and written directions, schedules, and complete work in a timely manner.
- Must be able to work well with Supervisors and fellow employees. Must be reliable, honest, and present a neat and clean appearance.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

350 Picacho Road

Winterhaven, CA 92283

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 572-0515

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.