



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 – Parks & Recreation

Salary: \$15.00 per Hour

Opening: Monday, November 28, 2022

Closing: Open Until Filled

BASIC FUNCTIONS:

Under the direct supervision of the Parks & Recreation Director, performs a variety of routine skilled and semi-skilled tasks in the servicing, repairing, and inspecting of, but not limited to, equipment, facilities, landscaped areas, athletic fields, parks, etc. The employee is expected to exercise initiative and judgment in completing assignments in a safe and efficient manner, and in handling routine work problems. Work requires frequent exposure to adverse weather conditions, dust, fumes, cleaning solutions, and other hazardous or disagreeable elements.

DUTIES & RESPONSIBILITIES:

- Responsible for the cleanliness and appearance of building facilities.
- Maintain the Quechan Community Center grounds.
- Reads and comprehends written instructions, safety labels and associated product information sheets. Understands and follows written and oral instructions or directions regarding assigned maintenance tasks. Understands simple operations of mechanical equipment. Communicates with supervisor regarding clarification of tasks assigned, equipment and repair needs, or other work-related issues. Discusses job performance with supervisor daily and/or at periodic intervals.
- Operates various light duty equipment such as trucks, loaders, small tractors, power mowers, blowers, edger's, trimmers, vacuums, buffers, waxers, and various hand tools in the completion of assigned routine tasks. Reports equipment problems or failures to supervisor.
- Performs maintenance, custodial and set-up duties of facilities and their surroundings, i.e., picking up debris from grounds, mowing lawns, irrigating and trimming shrubs, landscapes, and trees, policing parkways, painting buildings, repair equipment, i.e., replacing equipment fuel, oil water and performing minor equipment maintenance, checking for safe usage and maintenance, and cleaning vehicles and equipment

DESIRABLE KNOWLEDGE, SKILLS & ABILITIES:

- Some knowledge of basic maintenance techniques and the use of motorized equipment, and the ability to perform the following work activities with or without reasonable
- Safely operates a light-duty vehicle, various hand tools, motorized equipment such as mowers, trimmers, loaders, small tractors, buffers, and waxers.
- Understand and follow both written and verbal instructions.
- Deal courteously and tactfully with the public in casual, work related situations.
- Safely handle cleaning equipment and cleaning solutions in the performance of work tasks.
- Work under adverse weather and/or environmental conditions in the performance of essential job functions.
- Lift equipment, supplies, tools, etc., that weigh as much as 50 lbs. while performing maintenance and repair jobs functions.

QUALIFICATIONS:

- High School diploma or equivalent.
- One year experience in grounds, turf, and tree maintenance, sprinkler, and irrigation systems. Or any equivalent combination of experience.
- Additional experience which provides knowledge, skills, and abilities to perform this work.
- Must possess a valid Driver's License and be insurable the Tribe

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) 572-2961

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.