

# Hunters Point Boarding School, Inc.



## Position Description SY 2023-2024

<b>POSITION TITLE:</b>	Maintenance Worker	<b>CONTRACT TERM:</b>	12 Month
<b>SUPERVISOR:</b>	Support Services Director	<b>CLASSIFICATION:</b>	Classified
<b>SALARY:</b>	Classified	<b>DATE APPROVED:</b>	1/05/2023

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### PRIMARY RESPONSIBILITY:

Responsible for maintenance and repair of school buildings, living quarters in addition to school equipment, plumbing, electrical, refrigeration, boiler systems, water wells, lift stations, major appliances, and grounds.

### QUALIFICATIONS:

1. High School diploma or G.E.D. is required.
2. Vocational Certification in carpentry, heating, plumbing, or electrical work is preferred.
3. Three (3) years of relevant work experience is required.
4. Must be familiar with electrical and plumbing maintenance and repair.
5. Must operate various manual, electrical, and motorized power tools.
6. Heavy Equipment operating experience is preferred.
7. Boiler operator certification is preferred.
8. Ability to communicate in Navajo is recommended.
9. Must possess a valid Driver's license with insurable driving record.
10. Have or be able to obtain First Aid/CPR Certification, Defensive Driving- GSA certification, and a Food Handlers Permit upon hire.
11. Pass a comprehensive background check by meeting the minimum standards of character as defined by the Indian Child Welfare and Protection Act.
12. Must be able to work in various weather conditions outdoors and be able to work in confined spaces.

### RESPONSIBILITIES AND DUTIES:

1. Maintain buildings, grounds, utilities, HVAC, and applicable school property.
2. Repairs and replaces any damaged or missing fixtures.
3. Performs periodic inspections to assess the condition of the school and grounds, reporting any deficiencies.
4. Tests boiler, water well, and other major systems as recommended.
5. Ensure the wastewater lagoon is clear of vegetation and in good condition.
6. Must work on ladders, scaffolding, and roofs as well as crawl spaces to perform duties.
7. Maintenance work will require standing, stooping, bending, kneeling, climbing, and crawling.

8. Will be required to lift object up to 50lbs.
9. Must wear appropriate personal protective equipment (PPE) as necessary.
10. Exhibit professional competent standards and behavior expected of staff at Hunters Point Boarding School, Inc. in accordance with the HPBSI Policy and Procedures Manual.
11. Exhibit cultural sensitivity and respect for all individuals at Hunters Point Boarding School, Inc.
12. Comply with all provisions in the HPBSI Policy and Procedures Manual and any duly adopted Governing Board amendments, directives, and policy modifications.
13. Promote and protect the safety and welfare of all Hunters Point Boarding School, Inc. students, staff, and stakeholders.
14. Report any problems that may be a threat to the safety and wellbeing of HPBSI students, staff, stakeholders, or visitors.
15. Use and maintain any HPBSI property or equipment in good working order and report any problems to the appropriate supervisor.
16. Be knowledgeable and participate in guidelines stated in the HPBSI Re-entry Plan, and Continuity of Operations Plan (COOP) as necessary.
17. Maintain confidentiality as outlined in the HPBSI Policy and Procedures Manual.
18. Attend assigned trainings and professional development as required.
19. Meet the minimum physical requirements.
20. Perform additional duties as assigned.

**PERSONNEL EVALUATION:**

Performance of this position will be evaluated in accordance with provisions from the HPBSI Policy and Procedures Manual. This position description is subject to review and change. This position is based on funds available.

**ACKNOWLEDGEMENT**

By signing below, I acknowledge that I have read and understand this position description. I agree that I will perform these duties and responsibilities and that I meet the minimum qualifications.

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EMPLOYEE SIGNATURE

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DATE