

Hunters Point Boarding School, Inc.



Position Description SY 2024-2025

POSITION TITLE:	Maintenance Worker	CONTRACT TERM:	12-Month
SUPERVISOR:	Support Services Director	CLASSIFICATION:	Non-Exempt
SALARY:	Classified	DATE APPROVED:	2/14/2024

PRIMARY RESPONSIBILITY:

The primary responsibility is to ensure that the school's infrastructure and equipment are properly maintained and repaired. To be able to resolve any issues related to the maintenance and repair various systems and components. This includes ensuring that the buildings and living quarters are in good working condition, the equipment is function correctly and the grounds are maintained.

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. Must have strong understanding of technical systems and be able to troubleshoot and resolve issues effectively.
7. Requires expertise, attention to detail, and the ability to work independently and collaboratively.
8. Heavy Equipment operating experience is preferred.
9. Boiler operator certification is preferred.
10. Ability to communicate in Navajo is recommended.
11. Must possess a valid Driver's license with insurable driving record.
12. Have or be able to obtain First Aid/CPR Certification, Defensive Driving- GSA certification, and a Food Handlers Permit upon hire.
13. Pass a comprehensive background check by meeting the minimum standards of character as defined by the Indian Child Welfare and Protection Act.
14. Meet the minimum requirement to be able to stand, walk for extended periods and to lift 50 pounds.
15. 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. Must wear appropriate personal protective equipment (PPE) as necessary.
9. Exhibit professional competent standards and behavior expected of staff at Hunters Point Boarding School, Inc. in accordance with the HPBSI Policy and Procedures Manual.
10. Exhibit cultural sensitivity and respect for all individuals at Hunters Point Boarding School, Inc.
11. Comply with all provisions in the HPBSI Policy and Procedures Manual and any duly adopted Governing Board amendments and policy modifications.
12. Promote and protect the safety and welfare of all Hunters Point Boarding School, Inc. students, staff, and stakeholders.
13. Report any problems that may be a threat to the safety and wellbeing of HPBSI students, staff, stakeholders, or visitors.
14. Use and maintain any HPBSI property or equipment in good working order and report any problems to the appropriate supervisor.
15. Be knowledgeable and participate in guidelines stated in the Continuity of Operations Plan (COOP) as necessary.
16. Maintain confidentiality as outlined in the HPBSI Policy and Procedures Manual.
17. Attend assigned trainings and professional development as required.
18. Meet the minimum physical requirements.
19. Perform additional duties as assigned.

PERSONNEL EVALUATION:

The Performance of this position will be evaluated according to the guidelines outlined in the HPBSI Policy and Procedures Manual. This position description may be subject to review and change as approved by the Governing Board. This position is dependent on available funds.

ACKNOWLEDGEMENT

By signing below, I confirm that I have read and fully understand the position description. I agree to perform the duties and responsibilities outlined in this position description and confirm that I meet the minimum qualifications required for this position.

EMPLOYEE SIGNATURE

DATE