



POTTER VALLEY TRIBE



2251 S. State St. • Ukiah, California 95482 • (707) 462-1213 • Fax (707) 462-1240 • E-mail: pottervalleytribe@pottervalleytribe.com

Chairperson
Salvador Rosales

Secretary
Rosemary Rosales

Treasurer
Losario Rosales

*Member-At-Large & Appointed
Spokesperson*
Norma Rosales

Maintenance I Job Description

Position: Maintenance I
Location: Potter Valley Tribal Community Center
Responsibility To: Tribal Administrator/Chairman
Salary: DOE

Position Summary:

Under general supervision, performs manual labor and semi-skilled work in the maintenance of building facilities and grounds; and performs related duties as required.

Duties and Responsibilities: include the following. Other duties may be assigned.

1. Ability to carry out oral and written job assignments; lifting, carrying, loading tools & materials onto work vehicle.
2. Grounds keeping of Tribal Community Center; mowing, trimming, planting and watering.
3. Building & office maintenance; general cleaning, sweeping, window cleaning, moping and vacuuming of floors.
4. In the course of duties, uses hand and power tools including, mowers, weed whackers, and chainsaws.
5. Perform routine maintenance of small equipment and tools; chain saws, weed whackers

Position requirements/Qualifications

1. To perform this job successfully, individual must be able to perform each duty satisfactorily.
2. Education/experience
3. Individual must be able to safely operate hand and power tools, vehicles, and equipment commonly used to complete job.
4. Ability to work well with others.
5. Apply safe work practices on the job.
6. Ability to lift 30 pounds.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; stoop; kneel, crouch; or crawl; and talk; or hear. The employee is required to sit and climb or balance. Specific vision abilities required by this job include close vision, distance vision, and depth perception

If no applicants meet the stated qualifications, applicants whose education and experience are less than the stated requirements may be interviewed and hired. Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code 472 & 473 and PL 93-638. Appropriate verification of Native American status is required.