



## JOB DESCRIPTION

JOB TITLE	Facilities Maintenance	DEPARTMENT LOCATION	Lodge, Rentals, Ambulance Bay, Tribal Building  Port Lions
FLSA STATUS	Non-Exempt	TRAVEL	None
CLASSIFICATION	On-Call	REPORT TO	Tribal Administrator
SUPERVISION	No		
SUBMIT APPLICATION	Drop off at Native Village of Port Lions or email to <a href="mailto:administrator@portlionstribes.org">administrator@portlionstribes.org</a>		

### POSITION SUMMARY

This is an on-call, as needed position. The individual will have weekly, monthly, and yearly tasks in addition to on-call needs. The Facilities Maintenance position will be responsible for indoor and outdoor maintenance needs for the Settler's Cove Lodge, Viking House Rental, and Ambulance Bay. The individual will be responsible for maintaining the grounds at the Settler's Cove Lodge, Viking House Rental, and the Tribal Building.

### ESSENTIAL DUTIES OF THE JOB

- Settler's Cove Lodge, Viking House, Ambulance Bay
- Perform minor fixes, such as repairing broken locks, damage to walls, etc.
  - Install necessary appliances and equipment as needed.
  - Perform necessary cleaning activities such as trash removal.
  - Complete regular maintenance tasks, such as replacing light bulbs.
  - Inspect and troubleshoot various equipment and systems.
  - Report to the Administrator regarding issues resolved, those needing attention, and those currently in progress.
  - Perform repairs as needed at the Viking House Rental.
- Settler's Cove Lodge, Viking House and Tribal Building
- Maintain grounds, including garden and yard upkeep, trimming, edging, mowing lawn, collecting trash, etc.

### MINIMUM REQUIREMENTS

- Have a high school diploma or equivalent.
- Basic knowledge of lawnmowers, weed eaters, pressure washers, and brush trimmers.
- Must be able to lift 50 pounds.
- Experience as a maintenance worker or similar.
- Basic knowledge of HVAC, plumbing, and electrical systems.
- Experience working with hand and electrical tools.
- Ability to read and utilize technical manuals and drawings.
- Excellent communication and interpersonal skills.

The Native Village of Port Lions is an equal opportunity employer. Native Preference under PL 93-638.

**APPROVED BY**

**LAST UPDATED**