



Daybreak Star Indian Cultural Center
Post Office Box 99100, Seattle, WA 98139
Phone: (206) 285-4425 Fax: (206) 282-3640

JOB ANNOUNCEMENT

JOB TITLE: DBS Maintenance Lead
REPORTS TO: Facilities Manager
LOCATION: Daybreak Star

DEPARTMENT/PROGRAM: Facilities
STATUS: Full Time
GRADE: Non-Exempt, Hourly \$23.00

JOB PURPOSE: As a member of the Facilities team, the Maintenance Lead performs all related duties to assure that assigned facility is clean and well maintained, inviting and appealing, structurally safe and sound, and free of health and safety hazards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist Facilities Manager with developing and implementing schedule of preventative maintenance for assigned facility, including the building, major appliances, HVAC, grounds, vehicles and equipment. Complete preventative maintenance tasks
- Perform general carpentry that doesn't require contracted specialists, which may include window and door repair, sanding, painting and varnish
- Troubleshoot electrical problems and perform minor electrical repairs that do not require an electrician, potentially including repairing appliances, fixtures, fans and motors
- Test fire alarms, sprinklers, and other safety equipment
- Perform minor plumbing repairs that do not require a licensed plumber, potentially including hanging and repairing fixtures and toilets, repairing and unplugging drains
- Clear sidewalks, exterior stairs, and parking lots as needed, reporting any needed repairs
- Check on outdoor equipment, benches, tables, fences, etc. Note any needed repairs and take action to correct or ask for contract specialists
- Assist Custodian as needed with weekly schedule of cleaning, including offices, meeting spaces, washrooms, and common areas of assigned facility and ensuring proper sanitation
- Advise Facilities Manager in order to maintain adequate supplies through UIATF purchasing protocol
- Complete written logs of routine and unusual repairs and work done in the facility to be provided to Program Manager for inclusion in quarterly reports required by funding agencies.

QUALIFICATIONS

Experience, Competencies and Education

- An experienced individual with appropriate industry experience, preferably in a non-profit organization providing general maintenance and janitorial services
- An empathetic and considerate individual with a high level of compassion, exemplary ethical standards, exceptional time management skills, and an appropriate professional image
- Communicate effectively and professionally with all team members (staff & contractors)
- High School Diploma and two years of experience in building maintenance or an equivalent combination of education and experience.
- Requires at least one year of experience and demonstrated knowledge of Washington State regulations related to maintenance, repair, and safety of commercial and residential facilities
- Demonstrated experience and comprehension of methods, procedures, equipment, materials and supplies related to the maintenance and repair of commercial facilities
- Open to working occasional weekends due to needs of planned events

- Must be able to lift 30lbs or more
- Pass a criminal history background inquiry
- Reliable means of transportation
- Completed COVID vaccination series, or recognized medical or religious exemption

AMERICANS WITH DISABILITY SPECIFICATIONS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk, hear and smell. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job environment generally includes office space and banquet space, and outside lawn, garden and storage sheds. While performing the duties of this job, the employee may be exposed to weather conditions, and will regularly interact with clients, employees and the general public. The noise level in the work environment is usually moderate; while performing regular maintenance, ear protection will be provided for necessary equipment.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This description reflects management’s assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

OPENING DATE: xx
CLOSING DATE: Until Filled

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 is an Equal Opportunity Employer*

APPLICATIONS FOR EMPLOYMENT can be obtained at www.unitedindians.org/about/jobs , please submit with a resume and cover letter to jobs@unitedindians.org .

Please contact HR for questions : #206-475-1353,
msalanga@unitedindians.org