



UNITED INDIANS
OF ALL TRIBES FOUNDATION

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

JOB DESCRIPTION

JOB TITLE: SECURITY/MAINTENANCE LEAD **DEPARTMENT/PROGRAM:** Facilities

REPORTS TO: Labateyah Housing Admin. With Program Director Support **STATUS:** Full time

LOCATION: Labateyah Youth Home **GRADE:** Non-exempt, \$25.75-\$27.25/HR

JOB PURPOSE: As a member of the Facilities team, the Security and Maintenance Lead Technician performs all related duties to assure that assigned facility is clean and well maintained, inviting, appealing and free of health and safety hazards. The Maintenance Lead Technician is responsible for performing routine maintenance for the assigned facility to meet established objectives, leading other maintenance staff in duties, and reports to the Housing Admin., with Program Director support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist Youth Home Director to develop and implement schedule of preventative maintenance for assigned facility, including buildings, major appliances, HVAC, grounds, vehicles and equipment. Complete preventative maintenance tasks.
- Perform general carpentry, which includes window and door repair, sheet rocking, taping and finishing, scrape, sand and paint or varnish.
- Troubleshoot electrical problems and perform minor electrical repairs that do not require an electrician. Repair appliances, fixtures, fans and motors.
- Test fire alarms, sprinklers, and other safety equipment.
- Perform minor plumbing repairs that do not require a licensed plumber. Change and repair fixtures and toilets, repair and unplug drains.
- Clean rooms and make any necessary repairs for new residents (Youth Home).
- Perform general landscaping upkeep. Maintain lawn at all assigned facility, including mowing, raking, seeding, fertilizing, removing debris. Attend to plants, flower beds, bushes, and trees including pruning, planting, watering, and fertilizing.
- Collect & monitor and dispose of waste and recycling; ensuring areas are clean and well maintained.
- Sweep sidewalks, exterior stairs, and parking lots as needed. Perform snow removal as needed, including, shoveling, sanding/rock salting, etc.
- Check and clean outdoor equipment, benches, tables, fences, etc. Note any needed repairs and take action to correct.
- Conduct hourly rounds of facility to detect signs of intrusion and ensure security of doors, windows, Emergency exits and gates.
- Perform weekly schedule of cleaning, including offices, meeting spaces, washrooms, and common areas of assigned facility.
- Daily cleaning: including empty trash from common areas, offices, meeting rooms and grounds.
- Maintaining floors: mopping, sweeping, and appropriate disposal of waste and recycle.
- Re-stock supplies in kitchen, washrooms and meeting rooms.
- Maintain adequate supplies through UIATF purchasing protocol – (training, Authorized signatures).
- Manage vendors and contractors as directed.
- Sets an example of a positive, productive workplace that demonstrates integrity, honesty, trust, support, and respect.
- In addition to the responsibilities identified above for specific facilities functions, may possibly perform technical and administrative activities and duties in some or all of the assigned areas which might include such diverse areas as Maintenance, Security, Procurement, Administration, and Janitorial.
- Assist with transportation in Program vehicle a requested by Program Director or designee. Perform routine maintenance on Program vehicle.

- Complete written logs of routine and unusual repairs and work done in the facility to be provided to Program Director for inclusion in quarterly reports required by funding agencies.

QUALIFICATIONS

Experience, Competencies and Education

- An experienced individual with appropriate industry experience, preferably in a not-for-profit organization providing general maintenance, security, 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. A thorough, thoughtful individual with problem solving ability, good judgment and strong interpersonal skills. A well organized and self-directed individual who is a team player. An individual who can relate to people of all socio-economic backgrounds.
- An individual that has experience, strong knowledge, and an intimate understanding of Native American culture, issues and Tribal politics.
- High School Diploma and three 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 and residential facilities.
- Familiarity with various ethnic and cultural groups required.

Conditions of Employment

- Pass a criminal history background inquiry
- Possess valid Washington Driver’s License an access to vehicle

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 or hear; taste or smell. The employee must occasionally lift and/or move up to 25 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.

Maintenance/Sec. Tech Signature: _____ Date: _____

Program Director Signature: _____ Date: _____