

**WICHITA AND AFFILIATED TRIBES
POSITION DESCRIPTION**

TITLE: **MAINTENANCE WORKER**

SUPERVISOR: **MAINTENANCE SUPERVISOR**

GENERAL DESCRIPTION: Under the supervision of the Maintenance Supervisor the Maintenance Worker will be responsible for the maintenance and housekeeping services for all buildings at the tribal complex. The Maintenance Worker will also provide grounds maintenance for the Tribal Complex and Tribal Cemetery.

DUTIES AND RESPONSIBILITIES:

1. Will maintain a respectful, professional relationship with all tribal employees, visitors, and tribal members.
2. Carpets shall be completely vacuumed three times weekly, and spot cleaned as needed.
3. Floors shall be swept daily. Floors shall be mopped on Monday, Wednesday, and Friday, and other times if needed.
4. All surfaces, such as desks, tables, counter tops, etc. shall be dusted daily; and cleaned once a week with cleaning products.
5. Wastebaskets shall be emptied daily and the contents moved to the main disposal area.
6. Landings, steps and sidewalks of assigned buildings shall be swept and kept clear of debris.
7. Both sides of glass on entrance doors and other glass throughout the assigned buildings shall be cleaned on an as-needed basis.
8. Waste receptacles in bathrooms shall be emptied, dispensers serviced, washbasins cleaned and rooms policed to remove paper, trash or spillages, on a daily basis.
9. Mirrors, shelving, dispensers and chromium fixtures shall be damp wiped and polished as needed.
10. Keeps grass mowed; weed-eat areas at base of trees, along sidewalks, and elsewhere as needed; keeps sidewalks, driveways, and parking areas clean of debris on the Tribal Complex grounds.
11. Assists in the maintenance and upkeep of the Tribal Cemetery.

12. In the absence of a co-worker, shall share in the co-worker's duties and responsibilities until the co-worker returns to work duty.

13. Performs other duties related to maintenance/housekeeping program as needed.

QUALIFICATIONS:

1. Must have a High School Diploma or GED.
2. Must be experienced in the use of machinery and equipment, i.e. tractor, brush hog, riding lawnmower, tractor, weed-eater, etc.
3. Must be able to follow oral and written directions.
4. Must have ability to establish and maintain a good working relationship with co-workers.
5. Must possess a valid Oklahoma Driver's License.
6. This position requires a successful background check and drug screening.