

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-192 **Issue Date:** 11-04-14 **Closing Date:** 11-18-14

Cultural Heritage Center Facility Maintenance Lead
Economic Development
Department of Tribal Administration
Hourly Wage: \$16.05/Regular/Full-Time
Location: Toppenish, WA

As a public facility, the aesthetic appeal of the buildings and grounds is critical to the success of the Cultural Heritage Center. The employee is responsible for planning, scheduling, supervising, participating in, and inspecting the maintenance, upkeep and repairs at the Yakama Nation's Cultural Heritage Center facility and grounds. The employee will assure that the facilities and grounds are safe and in good repair for employees and visitors. Support will be provided to the Cultural Heritage Center Museum exhibit repairs and installation.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the occupational hazards and safety precautions related to painting and facility maintenance.
- Knowledge of the methods, materials, cleaning solutions, chemicals and equipment used in facility maintenance and painting.
- Knowledge of the safe use of chemicals, pesticides, and cleaning solutions.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- General carpentry skills.
- General computer skills required for the operation of building automation, alarm and security systems.
- Skilled in operating and maintaining power and hand tools and equipment in a safe and effective manner.
- Ability to establishing and maintaining effective working relations with co-workers.
- Ability to perform heavy manual labor, including lifting and carrying heavy objects.
- Ability to demonstrate verbal and written communication skills, project management, budget planning and leadership skills.
- Ability to recognize electrical, plumbing and mechanical malfunctions or equipment failures.

GENERAL RECRUITING INDICATORS:

- Requires a High School Diploma or GED equivalent AND three years' experience in facility maintenance work.

SPECIAL REQUIREMENTS:

- Required to pass a pre-employment drug and alcohol test.
- Required to complete a pre-employment background check.
- Work is performed indoors and outdoors; required to perform moderate physical work, and lift and carry up to 50 pounds.
- May require on-call, evening, weekend or early morning work.
- Must possess a valid driver's license and capable of being insured under Yakama Nation Tribal Insurance.