

# Security/Maintenance Technician

## United Indians of All Tribes Foundation

**JOB TITLE:** Security/Maintenance Technician

**DEPARTMENT:** Labateyah Youth Home

**SUPERVISOR:** Jenna Gearhart

The United Indians of All Tribes Foundation is a non-profit organization working to provide vital social, cultural and education services to Seattle's American Indian/Alaska Native community.

### GENERAL JOB DESCRIPTION

As a member of the Facilities team, the Security and Maintenance Technician performs all related duties to assure that assigned facility is clean and well maintained, inviting, appealing and free of health and safety hazards. This position is responsible for performing routine maintenance for the assigned facility to meet established objectives and reports to the Program Manager.

### MAJOR DUTIES AND RESPONSIBILITIES

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 apartments and make any necessary repairs for new residents (Youth Home).

Perform general landscaping upkeep.

Conduct hourly rounds of facility to detect signs of intrusion and ensure security of doors, windows, Emergency exits and gates.

### MINOR DUTIES AND RESPONSIBILITIES

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.

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. Maintain supplies for maintenance services including cleaning and sanitizing material.

## **QUALIFICATIONS FOR THE JOB**

### *Education:*

High School Diploma or GED.

### *Experience:*

Minimum 3 years' experience in building maintenance or an equivalent combination of education and experience.

Minimum 1 year experience in 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.

### *Other:*

An individual that has experience, strong knowledge, and an intimate understanding of Native American culture, issues and Tribal politics.

Pass a criminal history background inquiry.

Posses a valid Washington State Driver's License.

## **KEY COMPETENCIES**

Appropriate maintenance industry experience.

## **PHYSICAL REQUIREMENTS**

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.