



541-429-7180



HumanResources@ctuir.org



46411 Timine Way  
Office of Human Resources  
Pendleton, OR 97801

## **POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

<b>POSITION TITLE:</b>	Facilities Maintenance Technician I
<b>SALARY:</b>	Pay Range 6 \$39,228.48-\$50,041.92 annual DOE/DOQ
<b>DEPARTMENT:</b>	Public Works Facilities Maintenance
<b>LOCATION:</b>	CTUIR Facilities
<b>EMPLOYMENT STATUS:</b>	Full Time with benefits package Safety Sensitive ( <i>subject to Random drug testing</i> ) Background check required Non-Exempt
<b>SUPERVISED BY:</b>	Construction Maintenance Tech Supervisor
<b>OPENING DATE:</b>	June 2, 2025
<b>CLOSING DATE:</b>	June 23, 2025

### **CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

### **GENERAL STATEMENT OF DUTIES**

The Maintenance Technician position is a safety sensitive position with the Confederated Tribes of the Umatilla Indian Reservation. Applicants will be required to authorize a legal background check. The Maintenance Technician position is primarily responsible for reactive, preventive and predictive maintenance of all Government Facilities. This person may assist in landscaping and maintenance of irrigation system installation and maintenance, Park Maintenance and maintenance of all grounds-keeping equipment. Staff will be responsible for the installation and construction of new facilities as required.

## EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. The Maintenance Technician will be responsible for driving a CTUIR vehicle and operate power equipment/tools required for the position. Will power saws, drills, lawn care equipment, including push and riding lawn mowers, push weed eaters, hand-held weed eaters, power and manual lawn edger, chainsaws, snow blowers, etc.
2. The Maintenance Technician may be required to operate heavy equipment, including Kubota tractor, forklift, dump truck, backhoe, trencher, compactor, etc.
3. The Maintenance Technician will be responsible for repair and maintenance of manual sprinkler systems and underground irrigation systems, including developing and implementing irrigation system equipment.
4. The Maintenance Technician will be responsible for participating in the design and installation of new irrigation systems.
5. The Maintenance Technician will be responsible to remove, cleaning, replace, pack, and seal defective parts of disposal and supply systems, including; grease trap, broken tile and leaky drains.
6. The Maintenance Technician will be responsible for the forming, placing and finishing concrete. Repairs to existing black-top parking lots, concrete walkways, fences, gates and walls using carpentry and masonry tools.
7. The Maintenance Technician will be responsible for power washing all walkways and building exteriors, cleaning parking lots of excess debris, including gravel, snow and ice removal.
8. The Maintenance Technician may assist in the maintenance of all existing lawn areas and flower beds or planters, including fertilizing, pruning, planting, weeding, mowing and irrigating. May be required to replant lawn areas or establish new lawn areas as required. Trims and edges around walkways, flower beds, and walls using clippers and edging tools. Prunes shrubs and trees to shape and improve growth using shears. Sprays lawns, trees and shrubs with fertilizer and insecticide.
9. The Maintenance Technician will be responsible for assisting in the modification of and/or repairs to existing water and sewer as required. Clean out drainage ditches and culverts using shovels and rakes. The Maintenance Technician will be responsible for the installation of new water and sewer systems as they occur.
10. The Maintenance Technician will be responsible for interpreting blueprints, written instructions and specifications.
11. The Maintenance Technician may assist in loading and unloading office equipment and supplies, relocation of office equipment and set up of office equipment as required.
12. The Maintenance Technician may assist in the ground at all tribal cemeteries and day-use park areas. May be assigned on occasion to assist Tribal members in mowing firebreak areas for rural housing. As required, will be responsible for preparing graves and performing related work in all tribal cemeteries. Position caskets and lowering device on grave, covers dirt pile with artificial grass carpet, erects canopy and arranges folding chairs to prepare site for burial service. May be required to set grave marker in concrete on gravesite using shovel and trowel.
13. The Maintenance Technician will be responsible for repair of domestic electrical systems where common procedures are used. Repairs include replacing light switches and fixtures, wall outlets, motor, fans, pumps, etc. Parts are removed and tested, soldered, tightened and/or spliced. Replace broken or worn wiring.
14. The Maintenance Technician may receive classroom and on-the-job training in construction, maintenance and repair activities which may include carpentry (framing and finishing), plumbing, minor electrical, refrigeration and air conditioning, concrete form and finishing, preventive maintenance, and all other aspects of maintenance. The Maintenance Technician may assist in the training process with staff in construction, maintenance and repair duties.

15. The Maintenance Technician is responsible for preparing and painting interior/exterior surfaces on existing buildings and equipment using standard coating methods, such as, brushing, rolling, and spraying.
16. The Maintenance Technician is responsible for repairing, replacing and finish plaster and wood surfaces.
17. The Maintenance Technician is responsible for altering partitions and lay floor coverings, including carpet and tile, repair roofs and window fixtures as required.
18. The Maintenance Technician shall be responsible for installation and/or modification of existing or new plumbing facilities in building utility supply and disposal systems, toilets, tubs, showers, sinks, etc.
19. The Maintenance Technician is responsible for the repair of domestic electrical systems where common procedures are used. Repairs include replacing light switches and fixtures, wall outlets, motors, fans, pumps, etc. Parts are removed, tested, soldered, tightened and/or spliced. Replaces broken or worn wiring.

**SUPERVISORY AUTHORITY:**

May lead small crews

**SIGNATORY AUTHORITY:**

N/A

**ACCESS TO SENSITIVE AREAS:**

N/A

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. One (1) year documented facilities maintenance work. Minor building maintenance examples painting, drywall repair, plumbing, changing light bulbs,
2. Must possess a High School diploma or a GED certificate of equivalency.
3. Must have a valid driver's license and meet Tribal insurance requirements to operate tribally owned or GSA vehicles.
4. One (1) year demonstrated work experience utilizing power and hand tools.
5. Knowledge of general construction safety practices and procedures.
6. Good physical condition to efficiently perform all functions of the position with no hazard to themselves or to others.
7. Ability and willingness to work under extended periods of exertion during emergency conditions, ability to work outdoors in extreme weather conditions.
8. Applicant will be required to authorize the background check by completing the Application for Sensitive Tribal positions. Failure to complete the form will disqualify the applicant from consideration for this position.
9. Must be a highly motivated self-starter. Demonstrate ability to work effectively with minimal supervision or work cooperatively as a member of a team.
10. Must be willing to follow verbal or written instructions. Individual will need to have the ability to work with minimal supervision.
11. Working knowledge of basic mathematics for planning and estimating purposes.
12. Basic literacy skills to interpret written instructions.
13. May be required to work extended hours or weekends. Work hours will vary with seasonal demands.

**PHYSICAL DEMANDS:**

1. Maintenance Technician may be required to operate a Tribal vehicle or heavy equipment in the performance of the job duties and responsibilities.

2. Routinely will lift and carry power and hand tools during work performance. Occasional heavy lifting; carrying and exertion for short periods; and will include long periods of walking, stooping, crawling or standing. Will require continued physical exertion for long periods during emergency conditions during adverse weather conditions. Occasionally requires lifting to waist height and/or carrying weight of 45 pounds or more.
3. Works both inside and outside of buildings, at benches, on roofs, under buildings, on scaffolds, and/or ladders. May include working at heights of 10 feet or more on ladders, scaffolds, or roofs.
4. May be required to work various hours depending upon seasonal demands.
5. May require some work in proximity of fumes from paint and odors from heated paint and/or putty which is being removed in preparation for repairs.
6. There is some danger of electrical shock when working on electrical parts or water systems.
7. Must be a self-starter, reliable and possess the ability to work with minimal supervision or cooperatively as a team member. Must be willing to participate in on-the-job training and formal classroom training. May be required to supervise two to four crew members.
8. Will be required to work outdoors during extreme weather conditions during summer and winter months.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

#### SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.



#### DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

#### APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

#### REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

#### APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

#### OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Recruiting  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541)429-7180  
Email: HumanResources@ctuir.org

To be considered, application package must be post marked by the closing date.



Approved: Patricia Farrow, Staffing and Recruitment Specialist

04/02/2025

Date

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**Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date