



Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502
Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov

	Job Announcement: HR2017:105
Position Title: Facilities Construction Technician I	Advertising: Publicly
Department: Facilities	Division: Facilities
Immediate Supervisor: Facilities Construction Supervisor	Department Director: Facilities Director
Employment Status: Non-Exempt	Position Type: Regular Full-Time
Mandatory Reporter: No	Background Check Required: No
Opening Date: Thursday, September 7, 2017	Closing Date: Thursday, September 14, 2017 by 5:00 p.m.

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code.

Overall Objectives of Position

The Facilities Construction Technician performs a variety of duties pertaining to carpentry, painting, plumbing, maintenance and repair of Tribal Facilities, including Housing. This job description is not an all-inclusive list of duties and responsibilities of this position. The Facilities Construction Technician is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

The Facilities Construction Technician is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.

Primary Responsibilities of the Facilities Construction Technician I

- Performs and participates in painting assignments, including preparing brushes and rollers, cleaning walls prior to applying paint, preparing and applying paints and other protective coatings to building interiors and exteriors, fixtures, machinery, and equipment or structures using brushes, rollers, and spray guns.
- Performs general clean-up activities after painting is completed.
- Assists the Facilities Maintenance Department Staff as needed.
- Communicates effectively with the Facilities Construction Supervisor in regards to daily operations and construction projects.
- Performs routine manual tasks including lifting, digging, carrying, unloading, and installing equipment, supplies, and materials.
- Operates and maintains Tribal vehicles and/or light equipment in a safe and proper manner as needed for applicable Tribal projects.
- Performs other duties as assigned by the appropriate person.

Day-to-day Responsibilities

- Assists in maintaining and repairing Tribal facilities, equipment, buildings, and grounds including: performing a variety of routine carpentry, electrical, painting, plastering, plumbing, heating, mechanical repair work and sheetrock installation and repair.
- Performs carpentry duties including: constructing, installing, remodeling and repairing a variety of facility components such as counters, shelves, cabinets, partitions, walls, windows, doors, floor coverings, sheetrock, and fences.
- Assists the Facilities Maintenance Department Staff as needed.
- Operates aerial and platform equipment as necessary to perform the construction task.
- Constructs and erects scaffolding as needed to perform the construction task.
- Performs light duty welding assignments as necessary.
- Maintains, repairs, and installs plumbing systems, components, and parts including: hot and cold water lines, sewer lines, building drains, fixture drains, water heaters, toilets, sinks, lavatories, showers, tubs and fixture trim, faucets, drains, and traps.
- Assists in the installation, maintenance, and repair of valves, pumps, and appurtenances on all types of pipe and fittings as needed.

Education/License/Certification and Experience Requirements

- High School Diploma or equivalent preferred.
- Three (3) years of related employment experience in a residential, commercial, or industrial construction related field required.

Skills Required

- Absolute confidentiality.
- Ability to work in a high performance, fast paced, high pressure environment.
- Adept at multi-tasking, have unquestionable integrity, with an uncompromising commitment to quality.
- Must be in good physical condition with the ability to sit, stand, walk, kneel, crouch, stoop, squat, and twist for an extended period of time as well as climb, lift, hold, and move objects weighing a minimum of fifty (50) pounds.
- Exceptional interpersonal and communication skills, both verbally and in writing.
- Willing to work independently and be reliable.
- Knowledge of and ability to operate hand and power tools, light and heavy equipment, and other applicable tools, equipment, and machinery to perform assigned duties.

Additional Requirements

- Facilities services are subject to 24/7 on-call assignments as deemed necessary for Tribal Government Operations.
- Ability to work odd and irregular hours, as needed.
- Must maintain a record of dependability and promptness.
- Must possess a valid state driver's license and an insurable driving record according to Tribal insurance guidelines.
- Ability to travel and participate in training as recommended to meet the goals and objectives of applicable programs.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in the modular building next to the Assisted Living Facility. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.**

