



Quil Ceda Village
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Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 ▪ www.QuilCedaVillage.org

JOB TITLE: Maintenance Technician

DEPARTMENT: Quil Ceda Creek Counseling Company

JOB DESCRIPTION: Responsible for basic maintenance and repair of the facility, including interior, exterior, and vital systems. Maintain Quil Ceda Creek Counseling Company grounds; to include parking lot maintenance, litter control, basic landscaping and maintenance of sidewalk and entryways. Daily interior upkeep and/or maintenance of interior of Quil Ceda Creek Counseling Company. Ensures that facilities are available for use and consistently maintained in a safe and clean condition.

TO APPLY: Download and complete the application form located on the Quil Ceda Village website: <http://quilcedavillage.org/Employment>. Completed applications may be delivered, mailed, faxed or e-mailed to the HR department. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5047.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Non-exempt

EMPLOYEE REPORTS TO: Office Manager

EMPLOYEE SUPERVISES: None

EDUCATION:

- High school diploma or GED equivalent (employer will allow applicant six months from the date of hire to obtain the requirement as a condition of hire).

SKILLS:

- Safely and effectively use, operate, and maintain equipment and tools.
- Knowledge of how to perform basic repairs to plumbing and lighting fixtures.
- Ability to work with minimal supervision, staying on task and keeping regular maintenance schedules.

EXPERIENCE:

- Minimum of one (1) year working experience using hand tools, power tools, and other small repair equipment.
- Usage of cleaning products and solvents.
- Awareness of occupational hazards and standard safety practices.

OTHER REQUIREMENTS:

- Must possess and maintain a valid Unrestricted Washington State driver's license (copy must be attached).
- Must successfully pass an agility exam to determine if physically capable to perform the essential job functions (test required).
- Must be able to work with a variety of chemicals and /or pesticides, cleaning products and solvents.
- Must be willing to attend progressive related training as deemed necessary.
- Must be available to work weekends and/or holidays as needed or requested.
- Must have a successful employment history with the Tulalip Tribes and/or other current and past employers.
- Must have proof of COVID Vaccination or approved exemption.
- CPR within 90 days of employment.
- Employment is contingent upon successful completion of a pre-employment background check, to include fingerprinting.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Ability to work in inclement weather, rough terrain and any other conditions that may occur.
- Manual and finger dexterity for the operation of equipment and hand tools.
- Stamina to sit, stand and/or walk for prolonged periods of time.
- Mobility to bend, kneel and/or stoop on a frequent basis.
- Ability to lift objects weighing up to 50lbs. occasionally.

SPECIFIC JOB PERFORMED:

- Inspects facility and grounds for safety, security, and cleanliness on a constant basis; identifies and addresses hazardous conditions and facility maintenance needs.
- Maintain Quil Ceda Creek Counseling Center (QCCCC) grounds to include landscaping, leaf blowing, weed-eating, weeding, snow removal, sweeping, de-icing, etc.
- Remove any litter and/or trash on the QCCCC grounds as necessary. Hazardous waste should be handled/disposed in a manner to keep employee(s) and public safe.
- Perform general maintenance services such as restocking bathroom and common area supplies, garbage removal, keeping facilities free of leaves or other debris, etc. as needed.
- Assists with structural pest control measures.
- Drywall repair/painting as needed.
- Furniture assembly, installation, and/or relocation.
- Changing lights and or/fixtures, minor plumbing repairs.
- Maintain logs of daily work activities.
- Perform other job-related duties as assigned.

TERMS OF EMPLOYMENT: This is a regular full-time position requiring up to 40 hours per week or 2080 hours per year.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.