



JOB ANNOUNCEMENT

COVID-19 Maintenance & Sanitization Worker (PT, Temporary)

Opening Date:	February 24, 2021
Review Date:	Extended to July 26, 2021
Closing Date:	Open until filled
Start Date:	As soon as possible
Location:	Nez Perce Site (Lapwai)
Salary:	\$13.69 to \$15.98 per hour DOE

This is a temporary position funded by the COVID-19 CARES Act grant, with continuation dependent on available funding. All duties will be focused toward the preparation and safety management of all students and staff during this pandemic.

The salary placement upon hire is based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.

SCOPE OF WORK

The Maintenance employee performs routine maintenance work on buildings, facilities and equipment along with the day-to-day maintenance needs required for the buildings, facilities and equipment. The duties require a variety of maintenance work in plumbing, electrical, carpentry, mechanical or related work. This position is funded by the COVID-19 CARES Act grant and all duties will be focused toward the preparation and safety management of all students and staff during this pandemic.

DUTIES & RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Replace light bulbs and fluorescent tubes, replace light switches and rewire lamps.
2. Lock and unlock buildings; secure buildings when facilities are not in use by checking for unlocked doors and windows; report any unauthorized occupants.
3. Maintain parts and equipment supplies, parts catalogs and equipment maintenance records.

4. Perform minor repairs on electrical circuits, waterlines, plumbing fixtures, lights and partitions.
5. Perform plumbing work such as cleaning clogged drains and sewer lines.
6. Perform carpentry work such as making bookshelves, and making routine repairs to locks, floors, walls, ceilings; clean and paint surfaces. Build walls, rough in doors and windows, install shelving, put together furniture, set up and move furniture required for special events; and replace broken windows.
7. Able to use power equipment and hand tools such as drill press, drills, ditch diggers, jigsaws, table saws, skill saws, hammers, and handsaws.
8. Responsible for maintaining all equipment and tools to ensure that they are in proper working order.
9. Drive light trucks, vans, and other mobile equipment.
10. Make periodic inspections of entire facilities to determine maintenance required.
11. Ability to pick up 50 pounds.
12. May instruct other personnel in routine maintenance techniques
13. Clean and maintain floors, walls, windows, mirrors, light fixtures, carpets, furniture, doors, white boards, etc.
14. Ensure that necessary supplies are available and report to Site Manager when supplies are low to ensure timely ordering.
15. Perform related duties as required

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient clarity of hearing which permits the employee to discern verbal instructions, telephones, and safety warnings.
- Sufficient vision or other powers of observation which permits the employee to distinguish safety issues pertaining to the required maintenance work.
- Sufficient manual dexterity that permits the employee to operate a variety of hand and power equipment and to make mechanical/maintenance adjustments to equipment.
- Sufficient strength to lift and carry objects up to 50 pounds for varying distances, maneuver power equipment, stand for periods of time up to three to four hours and to adapt to and move between work stations and job tasks.
- Sufficient body flexibility and balance to perform maintenance tasks, which require repeated bending, and stooping motions, including climbing and working on ladders.
- Sufficient personal mobility and physical reflexes which permit employee to work in areas with only artificial light, to work within a tightly enclosed areas such as crawl spaces, attics, and to work while exposed to unpleasant odors and with allergenic substances such as cleaning solutions and dust.
- Duties are performed indoors and outdoors and require the use of electrically powered tools and equipment
- Prevent exposure to substances that may involve related hazards.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The duties of this position will

typically be performed in both in-door and out-door environments. The noise level in the work environment is usually moderate to loud.

SUPERVISOR RESPONSIBILITIES

There are no supervisory responsibilities assigned to this position

QUALIFICATIONS to perform the position successfully:

Minimum Qualifications:

- A High School Diploma or GED
- One year of experience in the Maintenance / Custodial field
- Minimum carpentry, plumbing, and electrical experience

Preferred Qualifications:

- Experience working in a college setting/team environment
- Experience with, and sensitivity to, Native American people and cultural customs

Other Skills and Abilities:

- Effectively communicate and interact with all members of the public, staff and management, vendors, health/safety regulatory agencies, and community organizations
- Maintain professional work relationships.

Other Qualifications: Must have and maintain throughout employment a valid Washington or Idaho State driver's license and meet the insurability requirements of NWIC.

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. NWIC Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of college transcripts (*can submit unofficial copies at time of application*)
6. Three letters of recommendation from persons, who are not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at

<https://www.nwic.edu/about-nwic/employment/>

or may be requested from and submitted directly to:

Human Resources
Northwest Indian College
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: 360.392.4230
Email: employment@nwic.edu