

This job description serves as a guide for establishing the criteria to fill a specific function or appraise the level of performance related to that function. In its sole discretion, the District may choose to fill this function by contracting with individuals or corporate entities rather than hiring an employee. The job duties referenced here are examples and may change from time to time.

1. Job Summary

- a) Hourly, non-exempt, full-time, non-supervisory position.
- b) The Housing Tradesman provides home repairs for San Xavier District Community members, prioritizing the elderly, and routine home maintenance ranging from minor to major.
- c) Supervised by Housing Program Manager.
- d) Salary Range – NE6.

2. Responsibilities

- a) Essential Duties.
 - i) Acknowledges and greets all visitors and District employees politely and professionally.
 - ii) Conducts maintenance work on homes within the San Xavier District.
 - iii) Replaces doors, windows, glass, tile, and changes locks.
 - iv) Cuts, fits, and assembles wood and other materials in constructing structures.
 - v) Sets forms and finishes concrete.
 - vi) Frames walls and partitions, installs doors and windows, hanging cabinets, paneling, and tile.
 - vii) May work from blueprints or per Housing Program Manager’s instructions.
 - viii) Measures, marks, cuts, and shapes wood, plastic, ceiling tile, fiberglass, or drywall using hand and power tools, such as chisels, saws, drills, and sanders.
 - ix) Joins materials with nails, screws, staples, or adhesives.
 - x) Checks for accuracy of work with levels, rulers, framing squares and makes necessary adjustments.
 - xi) Replaces items such as fuses, switches, and light bulbs.
 - xii) Periodically welds; paints, stains, and varnishes surfaces.
 - xiii) Participates or operates independently in providing journey-level maintenance, repair, diagnosis, troubleshooting, construction, fabrication, and preventative maintenance.
 - xiv) Ensures services comply with written procedures, engineering drawings, specifications, contracts, industry standards, and statutory codes and requirements.

- xv) Submits weekly reports and attends departmental and all-staff meetings and trainings as scheduled.
- xvi) Attends and participates in departmental and All-Staff, and other job-related meetings and trainings.
- xvii) Maintains confidentiality of all sensitive information.
- xviii) Performs other duties as assigned and executes other responsibilities and projects as necessary.

3. Knowledge, Skills & Abilities

- a) Technical skills, experience, and knowledge in dwelling maintenance, electrical, plumbing, and mechanical systems.
- b) Efficient and effective written and verbal communication.
- c) Knowledge and skill in construction, plumbing, and electrical trades.
- d) Skilled in using hammers, saws, tapes, wrenches, levels, pipe threads, cutters, and electric power tools.
- e) Independent judgment and action in adapting work procedures to changing situations.
- f) Ability to –
 - i) learn and apply acquired skills and techniques.
 - ii) work independently with minimal supervision.
 - iii) read and understand blueprints.
 - iv) work as a team member.
 - v) work effectively with the general public.
 - vi) climb ladders, work under floors, and in restricted places.

4. Working Conditions

a) Environment.

Hot <input checked="" type="checkbox"/> Noisy <input type="checkbox"/> Dust/Fumes <input checked="" type="checkbox"/> Cold <input type="checkbox"/> Outdoors <input checked="" type="checkbox"/> Chemicals <input checked="" type="checkbox"/> BTI Contact with substance that could cause allergic reactions: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Describe: Pollen Protective Equipment Used: Other: <input type="checkbox"/> Explain:
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b) Physical Activities and Requirements.

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Bending/Pushing/Pulling		✓			
Climbing Ladders			✓		
Climbing Stairs	✓				
Collating/Filing	✓				
Digging			✓		
Dialing			✓		
Hearing			✓		
Lifting/Carrying 25lbs.			✓		

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Lifting/Carrying 50lbs.			✓		
Lifting/Carrying 75lbs.			✓		
Reaching Overhead			✓		
Reading		✓			
Repetitive Motion/L-R			✓		
Speaking			✓		
Standing			✓		
Sustained Mental Aptitude			✓		
Sustained Visual Aptitude			✓		
Threading				✓	
Using Keyboard	✓				
Vehicle Operation			✓		
Walking		✓			
Writing		✓			
Other:					

5. Qualifications

- a) High School Diploma or equivalent.
- b) Minimum of two (2) years of work experience in a laborer position or prior work experience in a comparable position or any combination of training, education, and experience, demonstrating the ability to perform the position's duties and responsibilities.
- c) Valid Arizona Driver's License with no DUIs or major traffic offenses within the past three (3) years.
- d) Able to obtain a fingerprint clearance card before hire and maintain clearance every six (6) years.
- e) Successfully able to pass a physical examination if requested.
- f) Bilingual – O'odham/English preferred.

Per the Indian Preference Act (Title 25, US Code, Section 472 and 473), the San Xavier District gives preference when filling vacancies to (in sequential order):

1. enrolled members of the San Xavier District,
2. enrolled members of the Tohono O'odham Nation,
3. enrolled members of other nations or tribes,
4. all other qualified candidates.

San Xavier District is committed to providing Equal Employment Opportunities.

Reviewed and Approved By:

Employee Acknowledgement: _____ Effective Date _____

Immediate Supervisor: _____ Effective Date _____

Next Level Supervisor: _____ Effective Date _____

San Xavier District is an "Alcohol/Drug-Free Work Place"