

# Housing Authority of the Cherokee Nation

## Human Resources Job Description



### Job Title: FACILITIES TECHNICIAN

**SUMMARY:** Will perform routine cleaning duties to maintain the cleanliness of assigned HACN facility.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Include the following. Other duties may be assigned.

Maintains the cleanliness of floors by sweeping, mopping, waxing and/or vacuuming as needed.

Maintains cleanliness of bathrooms by scouring and sanitizing fixtures.

Maintains cleanliness of areas by dusting furniture and fixtures.

Replenishes bathroom supplies and other expendable items as needed.

Collects and disposes of trash from receptacles on a daily basis.

Maintains orderliness supply room by placing articles in assigned areas.

Inspects and disposes of litter from grounds.

Informs supervisor of supply shortages and picks up supplies as instructed.

Routinely inspects structure for needed repairs and reports any findings to supervisor.

PREPARED BY: HUMAN  
RESOURCES

DEPARTMENT: FACILITIES

REPORTS TO: AS ASSIGNED

PREPARED DATE: 9/19/2013

1<sup>ST</sup> REVISION DATE:

FLSA STATUS: NON-EXEMPT

Employees are held accountable for all duties and responsibilities of this job, as well as all other duties assigned.

**SUPERVISORY RESPONSIBILITIES:** No supervisory responsibilities are required.

**RESPONSIBILITIES/ACCOUNTABILITIES:** The level of responsibility/ accountability required to successfully accomplish the essential duties of this job is as follows.

Minimal (closely supervised).

**QUALIFICATIONS:** 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.

**EDUCATION REQUIREMENT:** High school diploma or general education degree (GED); or six months related experience and/or training; or equivalent combination of education and experience.

**EXPERIENCE REQUIREMENT:** No additional experience is required.

**LANGUAGE SKILLS:** Ability to read a limited number of two-and three syllable words and to recognize similarities of differences between words and between series of numbers. Ability to print and speak simple sentences.

**MATHEMATICAL SKILLS:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**COMPUTER SKILLS:** None Required.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license with a driving history verified through a motor vehicle report that meets requirements for Cherokee Nation underwriting rating.

**OTHER SKILLS AND ABILITIES:** Embraces and implements the Jobs/Language/Community HACN strategy.

**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.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; outside weather conditions; extreme cold; extreme heat and risk of electrical shock. The employee is occasionally exposed to high, precarious places; fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.