



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Maintenance Technician
Department: Wanaaha Hotel - Housekeeping
Supervised by: Housekeeping Manager, and General Manager
Pay Grade: NE3 \$19.51 - \$25.36
FLSA: Non-Exempt, Hourly, Regular/Full Time

Position Summary: Hotel maintenance staff ensure the smooth operation of all hotel facilities, performing repairs, preventative maintenance, and responding to guest service requests.

The maintenance professional will be responsible for keeping all aspects of hotel property functioning efficiently, from guest rooms to public areas and mechanical systems. They play a critical role in maintaining safety, comfort, and operational standards, often working closely with housekeeping, front desk, and management teams to ensure seamless daily operations.

***Indian Preference:** The Bishop Paiute tribe is an Equal Opportunity Employer within the confines of the Native American Preference and the Bishop Paiute Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.*

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all inclusive.

Job Duties (maintenance):

- Perform preventative and corrective maintenance on hotel equipment, including HVAC, plumbing, electrical systems, refrigeration, and appliances.
- Conduct routine inspections and troubleshoot mechanical or electrical issues to prevent service disruptions.
- Respond promptly to guest service requests related to in-room or facility issues.
- Maintain building infrastructure, including the pool, fitness rooms, hot tubs, emergency generators, driveways, sidewalks, and parking lots.
- Organize and manage maintenance and landscape inventory, ordering supplies and parts as needed.
- Ensure compliance with safety standards and proper handling of tools, machinery, and cleaning agents.
- Perform trade-specific tasks such as carpentry, painting, or minor construction as required.
- Document maintenance activities and report issues to supervisors or management.
- Must have and maintain a valid California Driver's License and be able to be insured by the Tribe's existing automobile insurance policy.
- Help with housekeeping programs (mattress rotation, deep cleaning, etc.).
- Responsible for delivering dirty linens to our outsourced laundry provider and pick up clean ones.

Job Duties (landscape):

- Lawn and turf care: Mow, edge, reseed, fertilize, and patch lawns; remove moss and weeds.
- Plant and shrub maintenance: Trim hedges, shape trees, plant and care for flowers, shrubs, and seasonal plants
- Irrigation management: Monitor and maintain irrigation systems to ensure proper watering and prevent waste.

- Seasonal cleanup: Remove leaves, snow, ice, and debris; prepare outdoor spaces for seasonal changes.
- Pathway and pavement upkeep: Repair cracks, uneven surfaces, and hazards to ensure safety.
- Equipment maintenance: Inspect, repair, and maintain tools and machinery such as lawnmowers, trimmers, and blowers.
- Event support: Assist in setting up or breaking down event spaces and perform light landscaping for events.
- Tree care: Prune and trim trees; identify and address issues with diseased or damaged trees.
- Record keeping: Maintain logs of maintenance activities, equipment uses, and resource consumption
- Certifications in lawn care, pesticide use.

Education and Experience:

- High school diploma or equivalent; technical or vocational training in HVAC, plumbing, electrical, or mechanical systems is preferred.
- Strong problem-solving skills and mechanical aptitude.
- Ability to read blueprints, schematics, and technical manuals.
- Knowledge of tools, equipment, and irrigation systems.
- Proficiency with tools and maintenance equipment.
- Previous maintenance experience in hotels or resorts preferred but not required.

Other Requirements:

- Demonstrated ability to be a team player, resolve guest concerns if possible, and operate under pressure.
- Must have the ability to work with people from diverse cultures, ethnic, and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity, including but not limited to, appropriate greetings in the Paiute language, ceremonial and cultural event recognition, etc.
- Ability to work flexible schedules, including weekends and holidays.
- Must comply with the Bishop Paiute Tribe's organizational policies.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Decision Making – the individual identifies and resolves problems when possible or escalate to the Supervisor.
- Interpersonal Skills - the individual maintains confidentiality, remains open to others' ideas, and exhibits willingness to try new things; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
- Communication – Ability to communicate clearly both verbally and in writing.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management – the individual uses time efficiently and be able to work without supervision.
- Detail Oriented – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality
- Adaptability – the individual adapts to changes in the work environment, manages competing demands, and can deal with frequent change, delays, or unexpected events.
- Reliability – the individual is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance. Must be able to perform without continue supervision.
- Organized – the individual keeps a clean and organized workspace and projects.
- Motivated – the individual inspires self and others to get the job done and follow through on tasks.
- Safety Oriented - aware of surroundings to maintain a safe work environment for community members and co-workers.

Physical Demands/Work Environment:

While performing the duties of this job, the employee regularly is required to stand for long periods of time or walk and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch, or crawl. The employee may occasionally be required to lift and/or carry up to 25 lbs. Work is performed in all areas of the hotel. Work flexible schedules, including weekends, evenings, and holidays. Tight time constraints and multiple demands are common.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

The employee's signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____

Date: _____