



## JOB DESCRIPTION

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**Title:** Sr. Maintenance Technician  
**Supervisor's Title:** TBD  
**Department:** Maintenance

I. **Purpose of the Position:** The Sr. Maintenance Technician is required to perform duties related to the overall maintaining of the office building and grounds.

II. **Key Responsibilities and Accountabilities:**

- Cleaning and sanitizing offices, meeting rooms, bathrooms, kitchen(s), dining rooms and public areas following Occupational Safety and Health guidelines.
- Manage routine upkeep of exterior areas, green space, and parking lot keeping a scheduled routine.
- Complete non-routine cleaning according to specified job orders.
- Remove garbage and recycling daily and prepare bins for weekly pick-up.
- Handle emergency cleaning and upkeep requests.
- Ensure rooms are maintained and fully equipped.
- Troubleshoot issues with lighting and indoor climate control as necessary.
- Willing to take on cleaning and special projects as needed.
- Identifies area that require special maintenance or repair to maintain a professional work environment.
- Ability to work well with others.
- Work with outside agencies on ordering supplies and equipment.
- Keep inventory and review billing for accuracy.

III. **Knowledge, Skills, Abilities, and Other Requirements:**

- High school diploma or equivalent.
- 5+ years janitorial experience.
- Must have supervisory and training experience.
- Strong attention to detail.
- Must know how to operate heavy machinery, such as: floor buffers and shampooing machines.
- Must be able to move furniture, and store cleaning supplies.



Habematolel Pomo of Upper Lake  
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Upper Lake, CA 95485

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- Have familiarity with industrial cleaners and chemicals, and use them safely.
- Work effectively, have dexterity, and endurance to perform repetitive tasks.
- Must be able to twist, squat, and bend into different positions frequently.
- Previous experience working with cleaning equipment and chemicals.
- Willing to work early morning and/or late night shifts.
- Communicate effectively in English.
- Must pass a criminal background check and drug test.