

CHEYENNE RIVER SIOUX TRIBE
SUPPORT SERVICES PROGRAM
ELDERLY MAINTENANCE TECHNICIAN

DESCRIPTION OF WORK

General Statement of Duties: In general, their responsibilities are installing, repairing, checking, and connecting the appliances. Also, to create the proper paperwork for each client.

Supervision Exercised: Will be under Support Service Director and Accounting Compliance Officer.

EXAMPLES OF DUTIES:

Work from oral/or written instructions.

Performs reconstruction work, perform tests, adjusts and inspects apparatus, systems, and structures.

Installs residential equipment, such as washer/dryer, water heater, furnaces, refrigerator, electric stove or gas stoves.

Repair the defective parts like damaged wiring, switches, motors, heating elements, and must be able to Identify if needs replacement parts.

To identify the root cause of the damage of the appliance

Insures that assigned work orders and monthly reporting requirements are complete and turned in after each visit.

Participate in formal training programs.

Maintain a daily log for work performance and weekly, or monthly basis.

Working conditions: works indoors and outdoors, some exposure to adverse weather conditions working outdoors.

MINIMUM QAULIFICATIONS

An appliance repair technician installs and troubleshoots washers/dryer, gas ranges, electric ranges and other large appliances for their customers. They must know how to connect water or gas lines, and how to check for leaks once the appliances are installed. They instruct their customers on how to operate the appliances properly. Repair technicians must repair or replace, and defective components found in appliances. They must know how to dismantle and reassemble appliances to make their diagnosis.

Other job duties may include record keeping, preparation, and inventory control. Appliance repair technicians must also have good customer service skills.

Education: High School graduate or General Equivalency diploma.

Experience: Two (2) years of experience in related field or any equivalent combination of education and experience.

Special Requirements: Must be certified in furnace maintenance. Must possess own tools. Must have a reliable phone. Must have a valid South Dakota driver license and be insurable under the Tribal Vehicle liability policy. Incumbent is subject to CRST Drug Testing Policy. Training for HVAC.

This position is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe Drug and Alcohol-Free Workplace Policy. Incumbent is subject to Tribal/local, Federal, and State background checks in accordance with P.L. 101-647 and P.L. 101-630 and Executive Resolution No. E-235-97. The position will be required to maintain confidentiality as advised by the Program Director/Supervisor. Political activities strictly prohibited.

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