



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

## MAINTENANCE TECHNICIAN I, II, OR III

### Position Description

<b>Opens: May 20, 2021</b>			
<b>Closes: May 26, 2021</b>			
<b>Department:</b>	Education	<b>Reports to (title):</b>	Vermilion Early Childhood Center Manager
<b>Job Code:</b>	N-5, N-6, or N-8 Depending on Qualifications	<b>Job Location:</b>	Bois Forte Head Start Vermilion, MN
<b>Pay Range:</b>	Negotiable	<b>Supervises:</b>	None
<b>Hours/week:</b>	40	<b>Classification:</b>	Non-Exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	01/01/2017
		<b>Revised Date:</b>	05/17/2021

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Maintenance Technician I, II, or III performs the cleaning and repair, maintenance, preventative maintenance, and servicing of the Early Childhood and Boys and Girls Club buildings, grounds, and facilities. Incumbent may also install and maintain machinery and equipment, following specifications, manuals, using hand tools, and power tools.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Repair and maintain Early Childhood and Boys and Girls Club buildings, grounds, and other facilities. Duties may include:
  - Routine cleaning and related activities.
  - Repair window/door screens; weatherization of windows and doors; replacing ceiling tiles; door handle/deadbolt replacement; stripping/waxing floors; carpet cleaning; ; painting; wash siding and windows.
  - Change light covers, outlet covers and bulbs.
  - Mow and trim lawns and shrubbery using mowers and/or hand and power trimmers, rake grass and clear debris from grounds.
  - Minor plumbing repair.
  - Tend, clean, adjust and service furnaces, air conditioners, and other building heating and cooling systems as required

## Position Description

- Remove snow from sidewalks, driveways and parking areas using snow blower and snow shovel and spread snow melting chemicals.
  
- 2. Service and repair maintenance equipment and machinery.
- 3. Complete safety checklist on monthly basis.
- 4. Notify management concerning need for major repairs or additions to building operating systems.
- 5. Requisition supplies and equipment used in cleaning and maintenance.
- 6. Set up, arrange, and/or remove decorations, tables and chairs, for events such as Head Start graduation, Family Fun Nights, and any events at Boys and Girls Club.
- 7. Maintain accountability for annual inventory.
- 8. Document all work performed in a manner suitable for auditing purposes including documenting materials used, time required, problems encountered and mileage.
- 9. Assist Cook in kitchen when needed.
- 10. Transport Head Start children as needed.
- 11. Coordinate with both the Vermilion and Nett Lake Boys and Girls Club Branch Managers for events.
- 12. Other job related duties as assigned.

### MINIMUM MANDATORY QUALIFICATIONS

Experience:

MAINTENANCE TECHNICIAN I

- Six months related experience.

MAINTENANCE TECHNICIAN II

- One year related experience.

MAINTENANCE TECHNICIAN III

- Vocational education in carpentry or 3 years work experience in the residential construction/maintenance field.

Education:

- High school diploma or GED.

License/Certification:

MAINTENANCE TECHNICIAN I

- None

MAINTENANCE TECHNICIAN II

- Possess a valid Minnesota's driver's license and insurable under the RTC Auto insurance policy.

MAINTENANCE TECHNICIAN III

- Possess a valid Minnesota's driver's license and insurable under the RTC Auto insurance policy.
- Work toward obtaining a class B Commercial driver's license (CDL) with a school bus endorsement
- Boiler's license, obtain within 1 year

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

MAINTENANCE TECHNICIAN I

- Proficiency in one, two, or three of the following areas of responsibility.
  - Carpentry
  - Electrical

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- Plumbing
- Equipment Maintenance/Operator
- Audio/visual equipment and lighting control
- Ability to read and understand MSDS book.
- Ability to operate equipment and knowledge of the proper and safe operation of motorized equipment.
- Must be willing to travel for necessary training.
- Must be responsible, self-motivated and a team player. Ability to maintain effective working relationships with co-workers.
- Demonstrate punctual and reliable attendance in accordance with designated work schedule.
- Willing to work flexible hours.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

### MAINTENANCE TECHNICIAN II

- Proficiency in one, two, or three of the following areas of responsibility:
  - Carpentry
  - Electrical
  - Plumbing
  - Equipment Maintenance/Operator
  - Audio/visual equipment and lighting control
- Ability to read and understand MSDS book.
- Ability to operate equipment and knowledge of the proper and safe operation of motorized equipment.
- Must be willing to travel for necessary training.
- Must be responsible, self-motivated and a team player. Ability to maintain effective working relationships with co-workers.
- Demonstrate punctual and reliable attendance in accordance with designated work schedule.
- Willing to work flexible hours.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment.
- Possess a valid Minnesota's driver's license and insurable under the RTC Auto insurance policy.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidence by positive employment references from previous and current employers.

### MAINTENANCE TECHNICIAN III

- Proficiency in six, seven, eight or all of the following areas of responsibility:
  - Building Operations/Boiler License
  - Carpentry
  - Electrical
  - HVAC/Pneumatics
  - Plumbing
  - Refrigeration

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- Water/Waste Water
- Equipment Maintenance/Operator
- Electronics
- Ability to read and understand MSDS book.
- Ability to operate equipment and knowledge of the proper and safe operation of motorized equipment.
- Must be willing to travel for necessary training.
- Must be responsible, self-motivated and a team player. Ability to maintain effective working relationships with co-workers.
- Demonstrate punctual and reliable attendance in accordance with designated work schedule.
- Willing to work flexible hours.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment.
- Possess a valid Minnesota's driver's license and insurable under the RTC Auto insurance policy.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

### PREFERRED QUALIFICATIONS

- Boiler License
- Class B License, with school bus endorsement

### WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

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### OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at [www.boisforte.com](http://www.boisforte.com) to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.**