



# Bois Forte Band of Chippewa

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

## MAINTENANCE TECHNICIAN I

### *Position Description*

Opens: July 19, 2021 Closes: July 26, 2021			
<b>Department:</b>	Health and Human Services	<b>Reports to (title):</b>	Clinic Manager
<b>Job Code:</b>	N-5	<b>Job Location:</b>	Bois Forte Vermilion, MN
<b>Pay Range:</b>	Negotiable	<b>Supervises:</b>	No
<b>Hours/week:</b>	20	<b>Classification:</b>	Non-Exempt
<b>Type of Position:</b>	Part-Time or Full-Time depending on departments needs	<b>Effective Date:</b>	04/03/2019
		<b>Revised Date:</b>	04/03/2019

### 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.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Maintenance Technician I performs the repair, maintenance, preventative maintenance, renovation, and servicing of all Tribal Government buildings, grounds, and facilities.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Repair and maintain Tribal Government buildings, grounds, and other facilities. Duties may include:
  - Routine painting, plumbing, electrical, and related activities.
  - Repair window/door screens; weatherization of windows and doors; replacing ceiling tiles; door handle/deadbolt replacement; stripping/waxing floors; carpet cleaning; wash siding and windows.
  - Fabricate and repair counters, benches, partitions, and other wooden structures.
  - Paint structures and repair woodwork with carpenter's tools.
  - Build sheds and other outbuildings.
  - Change light covers, outlet covers and bulbs.
  - Operate equipment to repair driveways, parking lots and assist in new developments.
  - Mow and trim lawns and shrubbery using mowers and/or hand and power trimmers, rake grass and clear debris from grounds.
  - Minor plumbing repair.

## Position Description

- Tend, clean, adjust and service furnaces, air conditioners, and other building heating and cooling systems as required
  - Remove snow from sidewalks, driveways and parking areas using snowplow, snow blower and snow shovel and spread snow melting chemicals.
2. Service and repair maintenance equipment and machinery.
  3. Notify management concerning need for major repairs or additions to building operating systems.
  4. Requisition supplies and equipment used in cleaning and maintenance.
  5. Fill out work orders and complete daily log.
  6. Inventory control.
  7. Perform all assigned tasks according to established safety rules, regulation, practices and promptly report work-related injuries, unsafe conditions, and near-miss incidents to immediate supervisor.
  8. Assist in funeral arrangements, which includes, digging graves, preparing rough boxes and actual burial, if not related.
  9. Stock wood for ceremonial purposes.
  10. Set up, arrange, and/or remove decorations, tables, chairs, ladders, and scaffolding, for events such as banquets and social functions.
  11. Attend Elder's Monthly meetings as directed by Supervisor.
  12. Other job related duties as assigned.

### MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- Six months related experience.
- Education:
- High school diploma or GED.
- License/Certification:
- Possess a valid Minnesota's driver's license and insurable under the RTC Auto insurance policy.
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- 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.
  - 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

- None

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### 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.

### 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.

### 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.