



Bois Forte Band of Chippewa

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

HOUSING TECHNICIAN FOREMAN

Position Description

Opens: August 2, 2021			
Closes: August 9, 2021			
Department:	Housing	Reports to (title):	Housing Director
Job Code:	E-13	Job Location:	Bois Forte Tribal Government
Pay Range:	Negotiable	Supervises:	Maintenance Technician I, II and III
Hours/week:	40	Classification:	Exempt
Type of Position:	Full-Time	Effective Date:	01/01/2017
		Revised Date:	07/27/2021

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

POSITION PURPOSE

The Housing Maintenance Foreman is responsible for supervising and coordinating activities of maintenance staff.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Supervises the Maintenance Technicians, collaborates with the Director to ensure that all assignments are completed in a timely and professional manner.
2. Reviews inspection reports/work orders and prepares scope of work lists.
3. Reviews work orders which are received. Prioritizes work to be performed and assigns Maintenance Technicians to do the work.
4. Inspects work which has been performed by the Maintenance Technicians to ensure it has been done properly and in a timely fashion.
5. Maintains inventory lists for all maintenance tools, appliances on hand and appliances which have been assigned and installed in housing units.
6. Maintains logs of all housing vehicles, tools, equipment, etc. and schedule preventative maintenance as required.
7. Works with inventory on hand and ensure all material is in inventory for day-to-day use and special assignments.
8. Requisitions tools, equipment and supplies as needed.
9. Assigns Maintenance Technicians specific sections of the reservation for snowplowing and grounds maintenance.
10. Conducts Annual and Quarterly Inspections on all housing units.
11. Photographs sites or conditions of extreme concern; submit to Director.
12. Develops a priority list of maintenance and/or repairs projects and make work assignments accordingly.

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13. Calculates cost to housing department and tenant for all repairs and move-out repairs. Complete Purchase Order Requisitions for materials.
14. Must submit weekly update reports to Director.
15. Prepares monthly maintenance reports for the Director.
16. Must maintain, inventory, order and develop procedures for inventory stock for Maintenance Technicians and Housing Department.
17. Attend training, workshops and seminars pertinent to Housing.
18. Willing to work flexible hours.
19. Willing to be on-call 24 hours a day and respond to emergency maintenance, as required.
20. Other job-related duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• 3 (three) to five (5) years practical experience in the residential construction/maintenance field. |
| Education: | <ul style="list-style-type: none">• 2 (two) year college degree in construction or maintenance/buildings trade• Or in lieu of a 2 year year degree- minimum of a 3 years experience working in all phases of residential construction to include but not limited to: plumbing, electrical, carpentry, concrete/masonry, HV AC and excavation, building operations, refrigeration, equipment maintenance/operator, electronics |
| License/Certification: | <ul style="list-style-type: none">• Possess a valid Minnesota's driver's license and insurable under the RTC Auto insurance policy. Must work toward obtaining a class A Commercial driver's license (CDL). |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Knowledge of current UBC (Uniform Building Code) vol. 1-3, and State Building Codes which include a variety of regulations in Energy, Plumbing, Mechanical, Handicapped facilities, etc.• Experience in materials and cost estimating.• Knowledge of safety practices in the construction field.• 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).• Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.• 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. A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. |

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PREFERRED QUALIFICATIONS

- Associates Degree or certificate from a college or vocational school.

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.

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.

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***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 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 Applications received after the closing date will not be accepted.