



Bois Forte Band of Chippewa

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

MAINTENANCE DIRECTOR

Position Description

Opens: May 31, 2022			
Closes: June 28, 2022			
Department:	Maintenance	Reports to (title):	Executive Director
Job Code:	EX-17	Job Location:	Bois Forte Reservation Vermilion, MN and Nett Lake, MN
Pay Range:	Min: \$59,362.55 Mid: \$79,150.06 Max: \$98,937.58	Supervises:	Maintenance Supervisor, Facilities and Operations Manager, Maintenance Supervisor, Maintenance Technician I, II, III
Hours/week:	40	Classification:	Exempt
Type of Position:	Full-Time	Effective Date:	05/27/2022
		Revised Date:	05/27/2022

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

Identifies requirements and ensures appropriate action is taken to meet the maintenance needs throughout the entire Bois Forte Reservation. This includes all Tribal Government buildings, grounds, and facilities.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Identify current and future maintenance requirements for tribal government buildings, by coordinating with managers, vendors, and other individuals with knowledge and experience with maintenance needs.
2. Identify requirements for annual maintenance budget, prepares recommendations for maintenance and renovation expenditures, scheduling maintenance, coordinating projects with maintenance staff, and ensuring expenditures align with procurement policies.
3. Ensure proper environment and continuous improvement for all tribal government buildings and grounds by determining work priorities, scheduling repairs, maintenance and installation of machines, tools, equipment, and systems. Priority of work is based on facility need, the age of facilities and components, and the order in which work requests are received.

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4. Support development and improvements by reviewing new products, equipment, systems, and by discussing equipment and systems needs and motivations with staff, vendors, coordinating activities of technicians, staff, vendors, and contractors for all structures, equipment, and systems.
5. Design, implement, and modifies preventive maintenance programs by reviewing maintenance reports and statistics, by reviewing quality control reports, and inspecting operating machines, equipment and system for conformance with operational standards.
6. Direct maintenance operations by identifying requirement, forecasting resources, providing oversight for minor construction project, capital improvement projects and daily repair tasks. Assure timely completion of all tasks by providing direction to supervisor, technicians, engineers, vendors, and contractors.
7. Protect tribal government staff and visitors by maintaining safe environments throughout the tribal government.
8. Prepare and approve specifications for contracted purchase or replacement parts and new equipment and systems for all areas of the tribal government and Bois Forte Reservation.
9. Maintain maintenance staff job results by coaching, counseling, and disciplining employees and by planning, monitoring, and appraising job results. Assure the training, annual evaluation, and discipline of maintenance employees.
10. Comply with federal, state, tribal and local legal requirements enforce adherence to requirements, and advising administration on needed actions.
11. Oversee capital improvement and renovation projects; review project specification; analyzes design, performance standards; ensures tribal government goals are met by performing preliminary and final punch lists for minor constructions projects.
12. Maintain professional and technical knowledge by attending education workshops, reviewing professional publications, establishing personal networks and participating in professional societies.
13. Oversee the repair and maintenance of Tribal Government buildings, grounds, and other facilities by maintenance staff which 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.
 - Repair plaster and lays brick.
 - 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.
 - Machinery.
14. Direct the service and repair of maintenance equipment and machinery.
15. Manage major repairs or additions to building operating systems.
16. Requisition supplies and equipment used in cleaning and maintenance.
17. Track work orders and complete daily log.
18. Inventory control.
19. Ensure all maintenance staff 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.
20. Assist in funeral arrangements, which includes, preparing rough boxes, if not related.
21. Supervise the setup, arrangement, and/or removal of decorations, tables, chairs, ladders, and scaffolding, for events such as banquets and social functions.

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- Install and repair electrical apparatus, wiring, and electrical and electronic components of machinery and equipment
 - Replaces defective electrical switches and other fixtures; visually inspects and test machinery and equipment, using electrical and electronic test equipment; replace electrical breakers.
 - Ensure staff cleans and lubricates shafts, bearing, gears and other parts of machinery, using rags, brushes, and grease gun.
 - Listen for unusual sounds from machines or equipment to detect malfunction and discuss machine operation variations with supervisors or other maintenance workers to diagnose problem or repair machine.
 - Dismantle defective machines and equipment and install new or repaired parts, following specifications and blueprints, using precision measuring instruments and hand tools.
22. Maintain accountability of assigned vehicles, equipment, tools, and materials.
23. Inspect homes.
24. Procure materials as required. Estimate and organize material and to determine manpower needs.
25. Document all work performed in a manner suitable for auditing purposes including documenting materials used, time required, problems encountered and mileage.
26. May be asked to periodically supervise laborers.
27. Other responsibilities assigned by supervisor.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- Six years of work experience in residential construction and maintenance field and six years of management experience that includes supervisory responsibilities.
- Education:
- Bachelor's Degree; an additional five years of work specific experience in lieu of a degree may be substituted to meet educational requirement
- License/Certification:
- Must possess a valid State of Minnesota Driver's license, reliable transportation, proof of insurance, and be eligible to drive under any other motor vehicle use policies applicable to the position.
 - Class A Commercial Driver's License (CDL)
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Proficiency in all of the following areas of responsibility:
 - Building Operations/Boiler License
 - Carpentry
 - Electrical
 - HVAC/Pneumatics
 - Plumbing
 - Refrigeration
 - Water/Wastewater
 - 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 and subordinate staff.
 - 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.

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- 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.
- Good working relationships with the general public and Indian leadership.
- Must be able to type with minimal errors.
- Ability to communicate effectively orally and in writing.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
- 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.

PREFERRED QUALIFICATIONS

- None

WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. 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. 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 members.
- Mental demands: 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.

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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.
Vaccine Requirement:	The Bois Forte RTC adopted the COVID-19 Vaccination Requirement (Resolution No. 61-2022) which provides that COVID-19 vaccination is required for all employees of the Bois Forte Tribal Government and Band-owned businesses. That Requirement also applies to newly hired employees who must by their first date of employment either (1) present proof of receiving all COVID-19 vaccinations for which they are eligible under CDC guidance or (2) be approved for a medical or religious exemption from the Vaccine Requirement. If the employee only presents proof of the first dose of a two-dose COVID-19 vaccine by the first date of employment, the employee must further present proof of a second dose within 30 days of the date of the employee's first dose and proof of a booster vaccination within one month of eligibility. If the employee only presents proof of a single-dose COVID-19 vaccination or both doses of a two-dose COVID-19 vaccination by the first date of employment, the employee must further present proof of a booster vaccination within one month of eligibility

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 Director, Miranda Lilya, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, mlilya@boisforte-nsn.gov . Applications received after the closing date will not be accepted.