



# Bois Forte Band of Chippewa

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

## MAINTENANCE TECHNICIAN I

### Position Description

<b>Opens: November 22, 2024</b>			
<b>Closes: December 06, 2024</b>			
<b>Department:</b>	Maintenance	<b>Reports to (title):</b>	Foreman
<b>Job Code:</b>	N-5	<b>Job Location:</b>	Bois Forte Tribal Government – Nett Lake and Vermilion, MN
<b>Pay Range:</b>	Min: \$12.72 Mid: \$15.90 Max: \$19.08	<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>	11/06/2024
<b>Indian Child Protection Background:</b>	No	<b>Revised Date:</b>	11/06/2024
<b>Telecommute:</b>	No		

### 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 perform repairs, maintenance, preventive maintenance, renovation, and servicing of all Tribal Government properties, grounds, and facilities. Also utilize skills including carpentry, painting, plastering, cabinet making, sign making, sheetrock repairs, and concrete repairs. Incumbent all types of carpentry and rehabilitation work necessary to remodel and / or construct residential housing units, and will assure the housing units, common buildings and grounds are in decent, safe, and sanitary condition. Is also subject to stand-by call for emergencies. This position may be responsible for installing and maintaining machinery and equipment, following specifications, manuals, using hand tools, and power tools.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Repair and maintain all Tribal Government properties, grounds, and other facilities. Duties may include:
  - Routine painting, plumbing, electrical, and related activities.
  - Repair windows/doors and screens.
  - Weatherization of windows and doors.
  - Replacing ceiling tiles.
  - Door handle/deadbolt replacement.
  - Stripping/waxing floors, and carpet cleaning.
  - Wash siding and windows.
  - Fabricate and repair counters, benches, partitions, and other wooden structures.

# MAINTENANCE TECHNICAIN I

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- Paint structure and repair woodwork with carpenter's tools.
  - Build sheds and other outbuildings.
  - Change light covers, outlet covers and bulbs.
  - Operate equipment to repair driveways and parking lots and assist in new developments.
  - Mow, trim lawn and shrubbery using mower and/or hand and power trimmer, rake grass and clear debris from grounds.
  - Repair plaster and lay brick.
  - Repair, 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 snowplows, snow blowers, snow shovel and spread snow melting chemicals.
  - Minor plumbing repairs.
  - Operate heavy equipment as needed.
2. Service and repair maintenance equipment and machinery.
  3. Notify management concerning the need for 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 journals.
  6. Inventory control.
  7. Assist in funeral arrangements, which include digging graves, preparing rough boxes and actual burial, if not related.
  8. Stock wood for ceremonial purposes.
  9. Set up, arrange, and/or remove decorations, tables, chairs, ladders, and stage for events such as banquets and social functions.
  10. Inspect homes.
  11. Procure material as required.
  12. Estimate and organize material and to determine workforce needed.
  13. Maintain accountability of assigned vehicles, equipment, tools, and materials.
  14. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
  15. Other job-related duties as assigned.

### MINIMUM MANDATORY QUALIFICATIONS

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|--|---|
| Experience:  | <ul style="list-style-type: none"><li>● Six (6) months or less of related experience.</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>● None.</li></ul>   |
| License/Certification:   | <ul style="list-style-type: none"><li>● Must work toward obtaining a driver's license with in one (1) year of hire.</li></ul>   |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>● Skills or general knowledge in one, two, or three of the following areas of responsibility.<ul style="list-style-type: none"><li>○ Carpentry</li><li>○ Electrical</li><li>○ Plumbing</li><li>○ Equipment maintenance/operator</li><li>○ Audio/ visual equipment and lighting controls</li><li>○ Grounds keeping</li><li>○ General cleaning</li></ul></li><li>● Ability or willingness to learn to operate equipment and knowledge of the proper safe operation of motorized equipment.</li><li>● Must be willing to travel for necessary training.</li><li>● Must be responsible, dependable, self-motivated and a team player.</li><li>● Ability to maintain effective working relationships with co-workers.</li><li>● Must be honest and hardworking.</li><li>● Demonstrate punctual and reliable attendance in accordance with designated work schedules.</li></ul> |

# MAINTENANCE TECHNICAIN I

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- Willing to work flexible hours.
- Ability to perform other duties as assigned.

### 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. 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 40 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.

**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 complete 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: 218-757-6781, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.