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
(TERM-NOT TO EXCEED 90 DAYS)

Position Description

Opens: November 17, 2026 Closes: November 30, 2026			
Department:	Maintenance	**Reports to (title):**	Foreman
Job Code:	N-5, N-6, or N-8 Depending on Qualifications	**Job Location:**	Bois Forte Tribal Government- Nett Lake and Vermilion, MN
Pay Range:	Min: $13.47 Mid: $16.84 Max: $20.21 Min: $14.28 Mid: $17.85 Max: $21.42 Min: $16.05 Mid: $20.06 Max: $24.07	**Supervises:**	None
Hours/week:	40	**Classification:**	Non-Exempt
Type of Position:	Full-Time	**Effective Date:**	10/01/2025
Indian Child Protection Background:	No	**Revised Date:**	10/01/2025

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, II, or III performs the repair, maintenance, preventative maintenance, renovation, and servicing of all Tribal Government buildings, grounds, and facilities, utilizing skills including carpentry, painting, plastering, cabinet making, sign making, sheetrock work, and concrete pouring. The incumbent may perform all types of carpentry and rehabilitation work necessary to remodel and/or construct residential housing units, and to assure the housing units, common buildings and grounds are in decent, safe, and sanitary condition. Is also subject to stand-by call for emergencies. The incumbent may be responsible for overseeing the other Maintenance staff. 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 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.
    - Painting structures and repairing 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 lay 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.

2. Service and repair maintenance equipment and machinery.
3. Notify management concerning the 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, regulations, practices and promptly report work-related injuries, unsafe conditions, and near-miss incidents to immediate supervisor.
8. Assist in funeral arrangements, which include 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.
    - Install and repair electrical apparatus, such as transformers and 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; replaces electrical breakers.
    - Clean and lubricate shafts, bearing, gears and other parts of machinery, using rags, brushes, and grease guns.
    - Listen for unusual sounds from machines or equipment to detect malfunction and discuss machine operation variations with supervisors or other maintenance workers to diagnose problems or repair machines.
    - Dismantle defective machines and equipment and install new or repaired parts, following specifications and blueprints, using precision measuring instruments and hand tools.
    - Assist in restoration or maintenance of transportation equipment, such as automobiles.
13. Maintain accountability of assigned vehicles, equipment, tools, and materials.
14. Inspect homes.
15. Procure materials as required. Estimate and organize material and to determine manpower needs.
16. Document all work performed in a manner suitable for auditing purposes including documenting materials used, time required, problems encountered and mileage.
17. May be asked to periodically supervise laborers.
18. Assist in funeral arrangements, which include digging graves, preparing rough boxes and actual burial, if not related.
19. 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.
20. 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 three (3) years' work experience in the residential construction/maintenance field.

Education:

- High school diploma or GED.

License/Certification:

MAINTENANCE TECHNICIAN I

- Must possess a valid Minnesota driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position.

MAINTENANCE TECHNICIAN II

- Must possess a valid Minnesota driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position.

MAINTENANCE TECHNICIAN III

- Must possess a valid Minnesota driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position.
- State of Minnesota Special Boilers License

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

MAINTENANCE TECHNICIAN I

- Proficiency in one, two, or three of the flowing areas of responsibility.
    - Carpentry
    - Electrical
    - Plumbing
    - Equipment Maintenance/Operator
    - Audio/visual equipment and lighting control
- Ability to read and understand MSDS books.
- 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 flowing areas of responsibility.
    - Carpentry
    - Electrical
    - Plumbing
    - Equipment Maintenance/Operator
    - Audio/visual equipment and lighting control
- Ability to read and understand MSDS books.
- 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 III

- Proficiency in six, seven, eight or 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 books.
- 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

- Training or experience in home inspection or building codes.

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.

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/employment 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 Applications received after the closing date will not be accepted.