



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

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**JOB TITLE:** Maintenance Laborer  
**LOCATION:** Peter Christensen Health Center  
**POST DATE:** September 12, 2017  
**CLOSING DATE:** September 26, 2017

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**General Description:** The primary responsibility of this position will be to perform a variety of maintenance activities related to the maintenance of properties, buildings, and grounds and remodeling projects.

**Qualifications:** High school education or equivalent is required. Prior experience in basic carpentry, plumbing, HVAC, electrical and vehicle and small engine maintenance is preferred.

**Salary:** \$10.00-\$12.00 per hour/ Dependent upon qualifications

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION: Maintenance Laborer**

**B. DEPARTMENT: Building and Grounds Maintenance**

**C. SUPERVISOR'S TITLE: Maintenance Supervisor**

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to perform a variety of maintenance activities related to the maintenance of properties, buildings, and grounds and remodeling projects .Specific responsibilities include but are not limited to the following:

- 1) Perform daily preventative activities of property equipment to ensure effective operation.
- 2) Accepts and executes daily work orders for various maintenance activities required by other departments.
- 3) Performs repairs and maintenance of buildings and grounds.
- 4) Reports malfunctioning of equipment or potential hazards to Maintenance Supervisor or Maintenance Technician for evaluation.
- 5) Assists in departmental activities including minor equipment repair and maintenance, carpentry and remodeling activities.
- 6) Assists in the maintenance and repair of property buildings and grounds that may include sidewalk and parking lot maintenance and ground keeping activities.
- 7) Understand and practice basic OSHA safety and blood borne pathogen regulations
- 8) Maintain neat and orderly work areas.
- 9) Must maintain CPR certification.
- 10) Identifies appropriate quality controls for assigned areas of responsibility and ensures that monitoring, as well as, process improvement is occurring.
- 11) Snow removal and plowing
- 12) Scheduled trash and refuse drop off.
- 13) Landscaping Maintenance.
- 14) Patient transportation coverage as needed.
- 15) Works toward achieving implementation of AAAHC certifications and conducts appropriate follow-up.
- 16) Other duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Occasional contact with all other departments within the organization
2. **External:** Will occasionally be required to work on other tribal business job sites.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Receives direction from supervisor, Maintenance Supervisor or Maintenance Manager at assigned job site on daily basis.

**H. EDUCATION:** High school education or equivalent is required.

**I. EXPERIENCE:** Prior experience in basic carpentry, plumbing, HVAC, electrical and vehicle and small engine maintenance is preferred.

**J. SKILLS:** Must have the ability to follow directions and work in diverse atmospheres in a professional manner. Must be able to perform job duties within set timelines.

1. Assist with routine maintenance.
2. Use tools safely and efficiently to assist in the repair of machines and systems.
3. Identify and report the need for corrective action.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Position responsibilities are performed at all PCHC properties and positions responsibilities require working in variable weather elements with differentials in temperature and precipitation. Job sites can vary from hot and humid to very cold and damp.
2. **Exposure to Hazards:** Position responsibilities require working with or around the following: electricity/high voltages, power tools, heavy equipment, heights, hazardous chemicals, inclement weather, and may be subjected to excessive noise, fumes, and dust.
3. **Physical Requirements:** Must be able to walk, sit, stand, bend, twist, and kneel for extended periods of time. It is required to perform heavy lifting.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Maintenance Laborer to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will be subject to disciplinary action.

**M. OTHER:** Must be willing to work irregular and odd hours with short notice. Must have a valid driver's license and show proof of liability insurance. Must attend all mandatory meetings and participate in departmental training and development sessions. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

**N. SIGNATURE:**

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**Tribal Administrator**

**Date**