



# BAD RIVER HOUSING AUTHORITY

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P.O. BOX 57 • Odanah, Wisconsin 54861 • (715) 682-2271 • FAX (715) 682-6818

Job Title: LTE Maintenance Mechanic I or II (2-Positions)

Department: Bad River Housing Authority

Hourly Rate: \$14.00 - \$16.00 (DOQ)

Full Time: 40 Hrs/Week M-F 8:00 am – 4:30 pm

Exempt: No/Hourly

Supervisor: Maintenance Director

Posting Date: Public

Opens: August 19, 2021

Closes: September 2, 2021, at 4:30 pm

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**General Description of Responsibilities:** Responsible for performing a variety of building construction, rehabilitation, maintenance, custodial, grounds keeping, and related work to ensure BRHA maintains its properties in a safe, sanitary condition as well as meets all applicable Federal, State, Tribal OSHA standards and guidelines as well as compliance to all applicable BRHA policies and procedures.

**Essential Duties and Responsibilities:**

- Performs minor general building repairs and preventative maintenance checks and audits consisting of door and window screen replacement, maintenance and/or repair/installation of air condition/HVAC units, painting, trim work, etc.
- Assists with building inspections, identifying and reporting problems such as hazards, and items for repair/replacement
- Proper documentation of work order completion for input into the work order system, including a true and accurate accounting of materials, used, hours spent, etc.
- Transports and installs furniture, appliances, and related equipment
- Cleans gutters, culverts, and drainage structures
- Assists with shop inventory management of tools, equipment, building materials, and overall shop assets
- Other duties as assigned

**Custodial**

- Cleans vacant units and prepares them for occupancy
- Cleans buildings, facilities, common spaces as assigned, including sidewalk, yard, and parking areas
- Work to include but not limited to the following: sweeping, mopping, vacuuming, shampooing carpets, dusting; cleaning & sanitizing restrooms, drinking fountains, sinks; cleaning windows, display cases, mirrors, maintaining signs, recycling & garbage removal; changing filters, belts on a pre-determined schedule; work on oil fan motors; inspect & replace/repair faucets, water lines, light switches.



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- Stock buildings with janitorial and other related supplies
- Ground Keeping, perform grounds maintenance work including mowing, raking, trash/debris/snow removal

**Knowledge/Skills/Abilities:** Working hands-on knowledge and use of basic equipment and methods used in building and groundwork. Must have some working/hands-on knowledge and use of methods and materials used in building construction and mechanical maintenance work. Skills and abilities required to operate equipment or perform repetitive processes with previous experience. Ability to work under almost continuous physical movements required of basic carpentry, painting, operating equipment, appliance handling, snow & ice removal, mowing, cleaning, and other light-duty labor. Ability to be reliable and to work safely and follow all policies and procedures related to working in a safe environment.

## **Abilities**

- Ability to follow written & oral instructions possess effective communication skills, ability to define and iterate issues at hand
- Ability to maintain a good working relationship with tenants, the public, and other employees
- Ability to maintain strict confidentiality
- Ability to receive, track, and document assigned work orders
- Be reliable, and able to perform duties in a timely and safe manner
- Ability to participate in activities designed to improve and increase skills, including travel to training sessions and complete training programs

## **Knowledge**

- Must be 21 years of age or older
- Possess a High School Diploma or GED
- Possesses a good understanding of carpentry and maintenance type of work. Experience in refrigeration, heating, mechanical, electrical, and/or plumbing work is preferable.
- Possess basic knowledge of methods and materials used in building construction, grounds keeping, and janitorial work.
- Strive to continuously build knowledge and skills, and share expertise with others

## **Skills**

- Possess previous experience in a maintenance or similarly related position
- Have an aptitude for operating effectively under pressure and deadlines. Ability to manage several projects simultaneously, multi-task.
- Work well in a team/partner environment. Actively participate in group problem-solving situations. Balance team and individual responsibilities. Exhibit objectivity and be open-minded to the needs and views of others. Must be open to give and receive feedback. Contribute to



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building a positive team spirit. Must be willing and able to build morale and group commitments to goals and objectives.

- Complete projects/assignments in a timely and economically efficient manner with little or no supervision.

## Hiring Preference

**Indian Preference:** Under Bad River Housing Employment Policy HA 2000.20 Indian Preference Policy Statement, preference will be given in the following order of priority:

- Qualified Bad River Tribal Member
- Qualified Indian spouse of a Bad River Tribal member
- Qualified other members of a federally recognized Indian tribe
- Qualified Non-Indian spouse of a Bad River Tribal Member or federally recognized tribe
- Qualified Non-Indian

## Required documents to apply:

- Complete a BRHA job application
- A complete release of information form for BRHA
- A complete release of information to conduct a background check
- Submit to a pre-employment drug test
- Copy of your tribal I.D. card; or if your spouse is a tribal member, a copy of his/her tribal I.D. card or a valid Certificate of Indian Blood (CIB) from the Bureau of Indian Affairs (BIA)
- Copy of your driver's license, or evidence that you have applied/reapplied and accepted for a valid driver's license

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe  
Attn: Human Resources  
P.O. Box 39  
Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)