

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

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**Job Title:** Facilities Maintenance Technician

**Department:** Health and Wellness Center

**Hourly Rate:** \$15.00-\$18.00 (DOQ)

**Full Time:** 40Hrs/Week

**Exempt:** No/Hourly

**Supervisor:** BRHWC Maintenance Supervisor

**Posting Date:** *In-House*

**Opens:** *March 15, 2023*

**Closes:** *March 21, 2023, at 4:30 pm*

**Posting Date:** **Public**

**Opens:** **March 23, 2023**

**Closes:** **April 13, 2023, at 4:30 pm**

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**Summary:** The Facilities Maintenance Technician is responsible to and reports to the Maintenance Supervisor and the Assistant Clinic Administrator.

**Essential Duties and Responsibilities** include the following. Other duties as assigned.

- The major responsibility is that of the safety and general mechanical operations of the clinic facility both building structure and clinic grounds to maintain the Bad River Clinic in a safe, clean, and sanitary manner as recommended by HIS guidelines.
- Duties include but are not limited to the following: Cleaning all offices, exam rooms, lab, medical records room, optical, employee lounge, mental health office, reception area, bathrooms, waiting room, and other areas as determined by the Clinic Administrator.
- Provide technical assistance/hands-on skills related to the proper maintenance and repairs of the facility both within the clinic building/structure and outside the structure such as maintenance of the grounds (snow removal, lawn mowing, landscape upkeep, and safety of walkways and parking lot).
- The Facilities Maintenance Technician will be expected to change working hours according to staffing needs to cover vacations or absences.
- Must attend mandatory custodial training, including safety and facility maintenance of equipment preventative maintenance (PM).

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community and 7 Grandfather Teachings is preferred for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and/or Experience:**

**Required:**

Must possess a minimum of one (1) year of experience in a similar position.

Knowledge of and enforcement of the Exposure Control Plan, Bloodborne Pathogen, and Infection Control Policies is required.

Demonstrated knowledge and abilities in the operation of small engines, HVAC, electrical, and plumbing at an experienced level. Experience with Solar Power grid systems is a plus.

Demonstrated knowledge in the use of power tools and basic hand tools and related items.

Must maintain strict confidentiality in accordance with Privacy Act and HIPAA.

Licensure or certification in any of the construction trade skills (electrical, plumbing, HVAC, etc.) would be a plus. Must adhere to all safety policies and OSHA always working standards.

**Preferred:**

High School Diploma or its equivalent preferred.

**Other Skills and Abilities:**

**Required:**

Ability to establish and maintain a good attendance record is required.

Willingness to work in an environment that may cause exposure to health hazards of the Health Industry is required.

Must be able to work nights and weekends with flexible hours when needed.

Must possess excellent interpersonal skills with the ability to relate well to co-workers and the public.

Must possess good organizational skills.

Ability to work independently.

Must work as a dedicated member within a team concept, willing to “pitch in” wherever and whenever required.

**Background Check:**

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.

This position requires a driver check, to meet eligibility for tribal insurance.

**Language Skills:**

Excellent oral and written communication skills are required.

**Reasoning Ability:**

Ability to follow directions and willingness to work as a team member.

**Physical Demands:** The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Walking and standing are required. Bending, stooping, lifting, and occasional lifting up to 60 pounds and/or carrying for short distances is required. Subject to inside and outside environmental conditions.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually moderate to loud. Willingness to work in an environment that may cause exposure to health hazards of the Health Industry is required. Ability to work in adverse weather conditions when call upon and be available for call-in hours as needed.

**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)

