

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title:** Maintenance Worker  
**Department:** Moccasin Trail Center  
**Hourly Rate:** \$10.00/hr.  
**Full Time:** 40 Hours/Week  
**Exempt:** No/Hourly  
**Supervisor:** Moccasin Trail Center Manager  
**Posting Date:** Public  
**Opens:** August 29, 2023  
**Closes:** Open Until Filled



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**Summary:** The Maintenance Worker position will perform a variety of duties to maintain and repair property of the Moccasin Trail Center, building, and grounds, using various machines, tools, and equipment; will communicate concerns, and receives work direction from the General or Assistant Manager.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned by the Moccasin Trails General Manager or the supervisor.

- The Maintenance Worker will inspect sidewalks, parking areas, and grounds on a daily basis;
- accept and complete work orders and services requested for the repair of the Center stores and office;
- provide lawn care in summer, remove snow and keep sidewalks clear of ice around all buildings in winter.
- Will remove recycling and trash from the Center and offices; wash windows; clean all windows inside and outside; maintain all signs.
- Will change air filters per schedule, oil fan motors, change belts; inspect faucets, water lines, plungers, and all dispensers; will check light switches, and light fixtures; assist in moving furniture, supplies, and equipment.
- Will develop and implement the facility and grounds standards for the Center in cooperation with the Tribal Facilities Manager, and review and upgrade the standards annually.
- Will implement the preventive and general maintenance plan for the Center. Will assist with the operation and periodic inspection of the mechanical and electrical systems to detect safety hazards and initiate corrective action as necessary.
- Will assume other responsibilities as assigned by management, such assignments may not be listed herein.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and/or Experience:**

**Required:**

- Must be at least 18 years of age.
- Must possess a High School diploma or its equivalent.

**Other Skills and Abilities:**

**Required:**

- Must possess demonstrated knowledge of plumbing, heating, electrical, refrigeration, and mechanical systems.
- One (1) year of experience in the maintenance and operation of facilities required.
- Experience in grocery or convenience store setting preferred but not required.

- Must have good organizational skills; be able to prioritize work schedule and work with minimum supervision.
- Must maintain a neat, clean personal appearance and good work habits.
- Must possess a telephone for contact in emergency situations.
- Must be willing to work overtime, holidays, and weekends as requested by the Manager; willing to have schedule changed to meet the needs of the Center.
- Must attend training in accordance with Center requirements.

**Background Check:**

This position is contingent on the required ability to pass a Bad River General background check.

**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, standing, bending, stooping, and occasionally lifting to 60lbs and/or carrying for short distances, and/or using equipment to transport large objects. Must follow safe work practices and maintain safe conditions for customers and employees.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

**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)