

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Maintenance Worker/Security
Department: Facilities/Maintenance
Hourly Rate: \$15.00
Full Time: 40Hrs/Week
Exempt: No/Hourly
Supervisor: Facilities Manager/Assistant Facilities Manager
Posting Date: In-House
Opens: August 9, 2024
Closes: August 15, 2024, at 4:30 pm
Posting Date: **Public**
Opens: **September 18, 2024**
Closes: **October 2, 2024, at 4:30 pm**



Summary: The Maintenance/Security worker will perform a variety of duties including janitorial, custodial, and maintenance duties, patrol areas adjacent to tribal facilities, will secure the physical facilities at assigned locations; report all disturbances to authorities and document incidents.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Maintenance Duties:

- Assist in the inspection and cleaning of all common spaces, sidewalks, parking areas, and grounds daily.
- Providing lawn care during the summer months and providing snow removal in winter months, including keeping sidewalks clear of ice around multiple building locations.
- Assist with work orders and services requested for the repair of tribal buildings and grounds
- Removal of recycling and garbage from offices and buildings
- Sweeping, mopping, floor scrubbers all common floors and hallways, stairways, steps
- Vacuum and shampoo all carpeted areas per schedule
- Clean and sanitize all restrooms, drinking fountains, door handles and sinks
- Clean all windows inside and outside, display cases, and mirrors.
- Maintain all signs/flags.
- Assist in changing air filters per schedule, oiling fan motors, and changing belts.
- Assist in inspecting faucets, water lines, plungers, and all dispensers
- Check light switches, and light fixtures.
- Assist in moving furniture, supplies, and equipment when needed
- Assist in general repair and maintenance tasks such as painting.

Security Duties:

- Patrol assigned areas, including parking lots, checking all doors and windows of all tribal facilities to ensure the security of facilities to prevent damage or loss of tribal and employee property.
- Patrol during the day and night hours, including weekends and holidays.
- Will report any incidents to proper authorities promptly
- Write reports and notify the Facilities Manager of any damages.
- In the event of suspicious activity, will note any suspicious person(s) or activity on the tribal property with time, date
- Identify any vehicle by license number and description on the tribal property i.e., during late-night hours; will contact the person(s) in the area to identify, if not known.
- Will make their presence known and remain active throughout the shift.

- Prepare activity reports on a shift basis for examination by the Facilities Manager.

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

Education and/or Experience:

Required:

- Must be 18 years of age.
- High School Diploma or its equivalent.
- Must possess a telephone for contact in emergencies.

Preferred:

- Some technical training or mechanical experience.

Other Skills and Abilities:

Required:

- This is a required driver position.
- Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.
- Good organizational skills, the ability to follow instructions and prioritize work schedules and work with minimum supervision.

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 is a required driver position, must possess a valid driver's license, or meet eligibility for Tribal insurance.

Language Skills:

- Must possess excellent communication skills, both written and verbal.

Reasoning Ability:

- Ability to work independently without directions at times.

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 the essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting up to 60lbs and/or carrying for short distances.

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 the essential functions. This position is subject to inside and outside work in inclement weather conditions during all seasons. 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

HRassistant@Badriver-nsn.gov