

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: HWC Senior Maintenance Technician
Department: Health & Wellness Center
Hourly Rate: Depending on Qualifications
Full-Time: 40 Hours/week
Exempt: No/Hourly
Supervisor: Maintenance Supervisor
Posting Date: Public
Opens: January 16, 2025
Closes: January 31, 2025 at 4:30 PM



Summary: We are seeking a highly skilled and experienced Senior Maintenance Technician to join our team. This position plays a vital role in ensuring the continuous operation and safety of our facilities and equipment. The ideal candidate will be proactive, detail-oriented, and possess advanced knowledge and hands-on experience in maintenance procedures, troubleshooting, and repair of various mechanical, electrical, and HVAC systems. Reports to the Maintenance Supervisor.

Essential Duties and Responsibilities including the following.

- **Maintenance and Repairs:** Perform routine maintenance and emergency repairs on a variety of mechanical, electrical, and HVAC systems to ensure optimal performance and minimize downtime.
- **Troubleshooting and Diagnostics:** Identify, diagnose, and resolve complex maintenance issues across equipment and facilities.
- **Inspection and Monitoring:** Conduct thorough inspections of facilities, systems, and equipment to detect potential issues and implement necessary repairs or replacements.
- **Documentation and Reporting:** Maintain accurate records of all maintenance work performed, including service logs, preventive maintenance schedules, and inventory management.
- **Safety Compliance:** Ensure all maintenance tasks are conducted in compliance with health and safety regulations and company safety standards.
- **Team Leadership:** Mentor and supervise junior maintenance technicians, providing guidance and training as needed.
- **Collaboration:** Work closely with other departments to coordinate activities and address any specific operational needs.
- **Upgrades and Improvements:** Identify opportunities for system enhancements and support the planning and implementation of upgrades and new installations.
- **Emergency Response:** Be on call to respond promptly to unexpected breakdowns or urgent maintenance issues.
- **Technical Support:** Assist with the development and improvement of maintenance procedures and best practices.
- Other duties as assigned

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 the essential functions.

Educational and/or Experience:

Required:

Knowledge of and enforcement of Exposure Control Plan, Bloodborne Pathogen Policies.
Must maintain strict confidentiality in accordance with Privacy Act and HIPAA.
Minimum 5-10 years maintenance experience with at least 2 years in supervisory role.

Preferred:

High School Diploma or its equivalent preferred.

Other Skills and Abilities:

Required:

- The ability to establish and maintain a good attendance record is required.
- A willingness to work in an environment which may cause exposure to health hazards of the Health Industry is required.
- Must be able to work nights and weekends with flexible hours.
- Must possess excellent interpersonal skills with ability to relate well to co-workers and the public.
- Must possess good organizational skills.
- Ability to work independently.
- Proficiency in troubleshooting and repairing mechanical, electrical, and HVAC systems.
- Strong understanding of safety regulations and maintenance best practices.
- Familiarity with maintenance management software and tools.

Background Check:

This position is contingent on ability to pass background check required, this position requires for eligibility a Caregiver Background Check regarding working with children and/or elderly.

Language Skills:

Excellent oral and written communications 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 be met 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.

Standing, walking, bending, and stooping on a regular basis are required. Must be able to lift and/or carry up to 50lbs for short distance.

Cultural Sensitivity:

This position requires awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It requires the ability at all times to meet and deal effectively in contact with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

Working Environment: The working 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.

The noise level in the work environment is usually moderate to loud. A willingness to work in an environment which may cause exposure to health hazards of the Health Industry is required.

Drug-Free Workplace Act in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedure 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: Personnel

P.O. Box 39

Odanah, WI 54861

www.badriver-nsn.gov