



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: General Maintenance (Part-time)
SUPERVISOR: Domestic Abuse Program Director
LOCATION: Domestic Abuse Program
POST DATE: November 26, 2025
CLOSING DATE: December 10, 2025

General Description: The primary responsibility of this position is to perform routine maintenance, minor repairs, and facility upkeep to ensure a safe and functional environment. Duties include inspecting and servicing building systems (limited), responding to repair requests, performing basic plumbing and electrical work, maintaining grounds, and coordinating with vendors when necessary. This role helps ensure the safety and longevity of the shelter's physical space.

Qualifications: High school diploma or equivalent is required. Experience in general maintenance, building repair, or facilities upkeep required. Prior work in a residential, shelter, or public service setting is preferred. Minimum of 1–2 years of experience in building maintenance, general repair, or a related trade (plumbing, electrical, HVAC) preferred. Basic knowledge of hand and power tools, safety standards, and minor construction/repair techniques. Ability to read and follow instructions, manuals, and safety procedures. Must be reliable, organized, and able to troubleshoot basic maintenance issues independently. Must pass a criminal background check and drug screening. Valid driver's license and reliable transportation preferred but not required.

Salary: \$18.00 - \$20.00 per hour

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description

A. TITLE OF POSITION: General Maintenance (Part Time)

B. DEPARTMENT: Domestic Abuse Program

C. SUPERVISOR'S TITLE: Domestic Abuse Program Director

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to perform routine maintenance, minor repairs, and facility upkeep to ensure a safe and functional environment. Duties include inspecting and servicing building systems (limited), responding to repair requests, performing basic plumbing and electrical work, maintaining grounds, and coordinating with vendors when necessary. This role helps ensure the safety and longevity of the shelter's physical space. Specific responsibilities include but are not limited to the following:

1. Perform routine inspections and preventative maintenance on buildings, grounds, and equipment. (limited)
2. Complete basic repairs to plumbing, electrical, heating/cooling, doors, windows, and appliances.
3. Patch and paint walls, fix flooring or tiles, and maintain general building aesthetics.
4. Troubleshoot issues and make timely repairs or recommend outside contractor services when needed.
5. Maintain outdoor areas including yard debris, snow shoveling removal on sidewalk, salting, and minor landscaping and brush trimming.
6. Conduct routine safety checks or battery replacement on smoke detectors, fire extinguishers, and emergency lights. (limited)
7. Assemble furniture or equipment as needed.
8. Assist with moving furniture, supplies, or donations around the facility.
9. Respond to maintenance requests and complete work orders in a timely manner.
10. Keep a log of completed repairs and supplies used; notify Director when stock is low.
11. Ensure tools and equipment are safely used and stored.
12. Perform other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Contact with clients, and co-workers, visitors
2. **External:** Occasional contact with vendor

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Operates independently with supervision received from the Domestic Abuse Program Director.

H. EDUCATION: High school diploma or GED required. Additional vocational training or certification in a trade (e.g., plumbing, electrical, HVAC, carpentry) minimum of 1-2 years

of experience in building maintenance, general repair, or a related trade (plumbing, electrical, HVAC) preferred. On-the-job experience may substitute for formal training in some cases.

I. EXPERIENCE: Experience in general maintenance, building repair, or facilities upkeep required. Prior work in a residential, shelter, or public service setting is preferred.

J. SKILLS:

1. Must have a strong working knowledge of general building maintenance, including basic plumbing, electrical, and carpentry.
2. Ability to safely use hand and power tools, troubleshoot minor repairs, and follow written and verbal instructions.
3. Must be dependable, organized, and able to prioritize tasks independently.
4. Good communication skills and the ability to interact respectfully with staff, residents, and outside vendors are essential.
5. Must demonstrate sound judgment, attention to detail, and a commitment to maintaining a safe and functional facility.
6. Basic knowledge of plumbing, electrical, and HVAC systems.
7. Ability to use hand and power tools.
8. Problem-solving and troubleshooting skills.
9. Physical ability to lift, bend, climb, and carry heavy items.
10. Ability to follow instructions and safety procedures.
11. Good time management and communication skills.
12. Ability to work independently and as part of a team.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Work is performed both indoors and outdoors in a variety of weather conditions. May work in tight or elevated spaces and occasionally in unsanitary or cluttered environments. May be exposed to loud noise, dust, fumes, and construction-related conditions. Occasional contact with residents or clients experiencing distress or behavioral challenges.
2. **Exposure to Hazards:** May be exposed to power tools, sharp objects, electrical components, hazardous materials, cleaning agents, and outdoor weather conditions. Potential for minor injuries such as cuts, burns, or falls. Occasional contact with clients in crisis situations.
3. **Physical Requirements:** Must be able to lift and carry up to 50 pounds. Requires physical ability to bend, climb ladders, crawl in confined spaces, stand for extended periods, and use hand and power tools. Must be capable of performing tasks indoors and outdoors in varying weather conditions.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the General Maintenance to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee **Date**

Previously signed
Tribal Administrator **Date**

Manager **Date**

Previously signed
Human Resources Director **Date**