



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** **Maintenance Laborer**  
**SUPERVISOR:** Maintenance Manager  
**LOCATION:** Peter Christensen Health Center  
**POST DATE:** **November 21, 2024**  
**CLOSING DATE:** **December 5, 2024**

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**General Description:** The primary responsibility of this position is to perform a variety of maintenance activities related to the maintenance of properties, buildings, grounds and remodeling projects.

**Qualifications:** High School Diploma or equivalent is required. Prior experience in basic carpentry, plumbing, HVAC, electrical, vehicle and small engine maintenance preferred. Valid driver's license and liability insurance required.

**Salary:** \$15.00-\$17.00/hr. depending on qualifications.

**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](http://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](mailto: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:** Maintenance Laborer

**B. DEPARTMENT:** Peter Christensen Health Center

**C. SUPERVISOR'S TITLE:** Maintenance Manager

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to perform a variety of maintenance activities related to the maintenance of properties, buildings, grounds, and remodeling projects. Specific responsibilities include but are not limited to the following:

1. Perform daily preventative activities of property equipment to ensure effective operation.
2. Accepts and executes daily work orders for various maintenance activities required by other departments.
3. Performs repairs and maintenance of buildings and grounds.
4. Ensure all safety requirements are followed regarding lockout/tagout when working with contactors, electrical, and chemicals.
5. Reports malfunctioning of equipment or potential hazards to Maintenance Supervisor or Maintenance Technician for evaluation.
6. Assists in departmental activities including minor equipment repair and maintenance, carpentry and remodeling activities.
7. Assists in the maintenance and repair of property buildings and grounds that may include sidewalk and parking lot maintenance and ground keeping activities.
8. Understand and practice basic OSHA safety and blood borne pathogen regulations.
9. Maintain neat and orderly work areas.
10. Identifies appropriate quality controls for assigned areas of responsibility and ensures that monitoring, as well as, process improvement is occurring.
11. Perform snow and ice removal from parking lots and walkways prior and during clinic hours of operation or whenever necessary.
12. Scheduled trash and refuse drop off.
13. Landscaping maintenance including grass mowing, floral landscaping, and other duties as assigned.
14. Patient transportation coverage, as determined by Maintenance Supervisor or Manager.
15. Works toward achieving implementation of AAAHC certifications and conducts appropriate follow-up.
16. Assist with Environmental Services as needed.
17. Assist with preventative maintenance as directed.
18. Assume responsibility for proper Personal Protective Equipment and significant exposure clean up as necessary.
19. Maintain confidentiality of patient and business records and follow the guidelines of HIPAA.

20. Assist with annual review and required revisions to Facilities and Environmental policies and procedures.
21. Attend all mandatory meetings and participate in departmental training and development sessions.
22. Other duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Occasional contact with all other departments within the organization.
2. **External:** Frequent contact with patients, contractors, vendors, and other tribal departments.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Receives direction from Maintenance Supervisor, or Maintenance Manager at assigned job sites on a daily basis.

**H. EDUCATION:** High School Diploma or equivalent is required.

**I. EXPERIENCE:** Prior experience in basic carpentry, plumbing, HVAC, electrical, vehicle and small engine maintenance is preferred.

**J. SKILLS:**

1. Must have the ability to follow directions and work in diverse atmospheres in a professional manner.
2. Must be able to perform job duties within set timelines.
3. Assist with routine maintenance.
4. Use tools safely and efficiently to assist in repair of machines and systems.
5. Identify and report the need for corrective action.
6. Computer skills to include Microsoft Excel, Word, PDF, work order program database. Plan and coordinate yearly calendar, task, and project management. Ability to operate outlook email.
7. Must maintain CPR certification (HeartSaver) upon hire or within six months of hire and maintain bi-annually thereafter.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Performed at all PCHC properties and require working in variable weather elements.
2. **Exposure to Hazards:** Working with or around the following: electricity/high voltages, power tools, heavy equipment, heights, hazardous chemicals, inclement weather, and may be subjected to excessive noise, fumes, and dust.
3. **Physical Requirements:** Must be able to walk, sit, stand, bend, twist, and kneel for extended periods of time. Must be able to perform heavy lifting no more than 60 lbs.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Maintenance Laborer 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. Must have a valid driver's license, and liability insurance. Employee must provide proof of immunity to measles, mumps, rubella, Hepatitis B, and TD/TDAP (tetanus/diphtheria/pertussis) at the time of employment and submit to a TB test. Must also submit to FIT testing. Must be willing to work irregular and odd hours with short notice. 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:**

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**Employee** **Date**

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**Manager** **Date**

Previously signed  
**Tribal Administrator** **Date**

Previously signed  
**Human Resources Director** **Date**