



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT-REPOST

**JOB TITLE:** **Maintenance Laborer**  
**SUPERVISOR:** Maintenance Supervisor  
**LOCATION:** Peter Christensen Health Center  
**POST DATE:** August 5, 2022  
**CLOSING DATE:** Open until filled

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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. (This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)

**Salary:** \$14.00-\$15.50/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 Supervisor

**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. Reports malfunctioning of equipment or potential hazards to Maintenance Supervisor or Maintenance Technician for evaluation.
5. Assists in departmental activities including minor equipment repair and maintenance, carpentry and remodeling activities.
6. Assists in the maintenance and repair of property buildings and grounds that may include sidewalk and parking lot maintenance and ground keeping activities.
7. Understand and practice basic OSHA safety and blood borne pathogen regulations.
8. Maintain neat and orderly work areas.
9. Must maintain CPR certification.
10. Identifies appropriate quality controls for assigned areas of responsibility and ensures that monitoring, as well as, process improvement is occurring.
11. Snow removal and plowing.
12. Scheduled trash and refuse drop off.
13. Landscaping maintenance.
14. Patient transportation coverage as needed.
15. Works toward achieving implementation of AAAHC certifications and conducts appropriate follow-up.
16. Attend all mandatory meetings and participate in departmental training and development sessions.
17. Other duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Occasional contact with all other departments within the organization.
2. **External:** Will occasionally be required to work on all other tribal business job sites. Contact with general public population.

**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.

**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.

**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. Employees must show proof of a full series (either one dose or two-dose) of COVID-19 immunization upon hire OR have an approved religious or medical exemption approved prior to start date. 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  
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**Human Resources Director** **Date**