



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT-REPOST

JOB TITLE: **Maintenance Technician**
SUPERVISOR: Maintenance Manager
LOCATION: Peter Christensen Dental Clinic
POST DATE: April 22, 2026
CLOSING DATE: May 6, 2026

General Description: The primary responsibility of this position is the overall repair and maintenance of the building, grounds, and equipment at Peter Christensen Dental Clinic.

Qualifications: High School diploma or equivalent is required. Post vocational/technical training in minor carpentry, electrical, plumbing, heating and cooling maintenance; supplemented by up to three years previous and/or training involving the maintenance field; or an equivalent combination of education, training, and experience is preferred. Must have a valid Wisconsin Driver's License and be insurable.

Salary: \$15.00-\$25.00/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 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: Maintenance Technician

B. DEPARTMENT: Peter Christensen Dental Clinic

C. SUPERVISOR'S TITLE: Maintenance Manager

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is the overall repair and maintenance of the building, grounds, and equipment at the Dental Clinic. Specific responsibilities include but are not limited to the following:

1. Perform minor electrical, plumbing, and carpentry duties, as well as painting and repair of walls for the Dental Clinic.
2. Be proficient in reading, understanding and identifying from all building schematics (i.e. electrical, HVAC, plumbing, testing requirements of cooling towers and related equipment.)
3. Perform ground keeping services for proper maintenance operations.
4. Monitor and act accordingly, on information through computer software systems to control and operate mechanical systems through HVAC, air handling units, and boilers.
5. Perform overall maintenance of the heating/cooling units and the general upkeep of the grounds.
6. Ensure all safety requirements are followed regarding lockout/tag out when working with contractors, electrical, and chemicals.
7. Maintain security of the building and have knowledge of keyless entry system, surveillance system, key cutting, tumbler changing or repair.
8. Maintain, purchase and monitor the inventory of supplies, equipment and requests required as maintenance responsibilities.
9. Enter data into the Maintenance database. Monitor and keep track of all work orders to ensure that all projects are completed in a timely fashion by prioritizing projects depending on time frame, supplies, and scheduling.
10. Prepare, submit, and file all monthly, quarterly, semi-annual, and annual reports in accordance with clinic policy and procedures, tribal, state, and federal laws and regulations.
11. Review, modify, and/or develop department policy and procedures that govern the operations of the dental clinic maintenance department.
12. Ensure that all mandatory inspections are completed in accordance with requirements, including fire, tornado, and other disaster drills and events, boiler and back flow prevention inspections, and infectious waste.
13. Perform snow removal from parking lots and walkways prior and during clinic hours of operation.

14. Maintain and perform minor repairs on various building equipment, medical and dental equipment, boiler, air conditioner, vacuum pumps, air compressors, drills, fans, lawn mowers, snow blowers.
15. Perform a variety of routine and semi-skilled tasks requiring skill in the use of power tools, (i.e. power saw, drill and sander.)
16. Assist with moving furniture and equipment.
17. Act as a first responder for building emergencies. Rotate on-call basis.
18. Attend workshops/trainings on safety and general maintenance, and OSHA 10.
19. Repair and maintain the physical structures of Dental Clinic.
20. Perform garbage removal from Dental Clinic.
21. Maintain communication with Maintenance Manager as to physical location and schedule at all times.
22. Assume responsibility for inventory, servicing and storage of grounds keeping equipment.
23. Complete assigned work orders; performing work and documenting time and materials.
24. Must be able to take on additional duties when necessary.
25. Perform other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Occasional contact with employees and management staff of the organization of Dental Clinic.
2. **External:** Heavy, frequent contact with safety and Emergency/Planning/Community Collaboration.

F. SUPERVISORY RESPONSIBILITIES: None. May mentor summer youth workers in completing various tasks as assigned.

G. SUPERVISION RECEIVED: Maintenance Manager

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

I. EXPERIENCE: Post vocational/technical training in minor carpentry, electrical, plumbing, heating and cooling maintenance; supplemented by up to three years previous experience and/or training involving the maintenance field; or an equivalent combination of education, training, and experience is preferred.

J. SKILLS:

1. Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statues and/or guidelines and/or group, rank, investigate and diagnose.
2. Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery, tools, and/or materials used in performing essential functions.
3. Requires the ability to utilize a wide variety of reference and descriptive data and information.

4. Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.
5. Requires the ability to carry out detailed but uninvolved written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgement.
6. Requires the ability to exercise the judgement required in situations characterized by repetitive or short cycle operations covered by set procedures or sequences.
7. Must be able to understand blue prints for heat pump sequencing.
8. Must possess moderate computer skills for operation of heating and cooling system.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Work in various heights, in confined spaces, and/or in variable diminished lighting; and working in proximity to moving mechanical parts. Willingness to work occasional evening and/or possible weekend dates.
2. **Exposure to Hazards:** Exposure to air-borne particles, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces; exposure to blood to blood borne pathogens and communicable diseases; and lifting, carrying, and moving work related equipment.
3. **Physical Requirements:** Lifting heavy objects, climb ladders, and withstand kneeling for long periods of time.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Maintenance Technician 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. Must have and maintain a valid driver's license and be insurable. 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	Manager	Date
Previously signed		Previously signed	
Tribal Administrator	Date	Human Resource Director	Date