Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road
Bayfield, WI 54814
Phone: 715-779-3700 Fax: 715-779-3704
Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: Maintenance Worker- 2 Positions

LOCATION: Red Cliff Maintenance Building

SALARY: $13.00 - $16.00, Plus Benefits

SUPERVISOR(S): PW Administrator, Assistant Director & Maintenance Supervisor

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

JOB SUMMARY: This position will assist the Maintenance Supervisor on Maintenance projects that include building repair, painting, building remodeling and some special projects.

DUTIES AND RESPONSIBILITIES:
1. Work on maintenance projects that include, but not limited to building repair, painting, building remodeling, plumbing repair, and some special projects.
2. Shovel, clean and move snow in the winter.
3. Ability and willing to obtain additional training/education.
4. Assist with custodial and grounds keeping responsibilities as needed or required.
5. Assist the Maintenance Supervisor in the operation and upkeep of the buildings and performing normal maintenance repair.
7. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE: Knowledge of basic plumbing, heating and electrical. Good mechanical background preferred. Be able to do carpentry, painting, and a laborer. Good attitude and communication skills are needed.

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QUALIFICATIONS:
1. Must have at least four years’ experience in construction or home repair renovation or general maintenance position.
2. Must be able to work with minimal supervision.
3. This position may require doing some plumbing, carpentry, and electrical jobs.
4. Must be safety oriented.
5. Knowledge of and experience in using power hand tools is required.
6. Ability and willing to obtain additional training/education is required.
7. Must possess a valid driver’s license, have access to a vehicle with liability insurance and able to be put on the Tribal insurance.

PERSONAL CONTACTS: Supervisors, Tribal Staff, Community Members, and various agencies.

PHYSICAL REQUIREMENTS: Primarily all Tribal facilities and grounds keeping. Must be able to do physical manual labor that would require bending twisting, reaching, climbing, and lifting of at least 50 pounds.

WORK ENVIRONMENT: Red Cliff Tribal Buildings. Outdoors, for grounds maintenance including during winter for snow removal and ice control. Ability to traverse uneven terrain during site inspections. All Tribal Buildings are smoke free.

TRAVEL REQUIREMENTS: Will be required to travel for parts, drive to work site. The ability to travel and attend meetings and trainings, overnight and out of town, both locally & nationally.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs 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 behavior or attitude that tarnishes the name or image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer’s discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:
1. Completed Tribal Application, to include work history and references, available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the Tribal website.

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3. Consent to Release Liability and Reference Information Form; available on the Tribal website.
4. Resume, required, cover letter, optional.
5. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: June 1, 2022
DEADLINE: Open Until Filled

FOR FURTHER INFORMATION CONTACT:
Red Cliff Band of Lake Superior Chippewa
Human Resources Department
88455 Pike Road
Bayfield, WI 54814
www.redcliff-nsn.gov
hr@redcliff-nsn.gov
(715)779-3700

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

Acknowledgement of understanding of job duties, knowledge & qualifications:

___________________________________________  _____________
Employee  Date

___________________________________________  _____________
Supervisor/Administrator  Date

___________________________________________  _____________
Human Resources  Date

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