



Spirit Lake Tribe  
 P.O. Box 359  
 Fort Totten, North Dakota 58335  
 slthr@spiritlakenation.com

<b>Job Title:</b>	<b>Maintenance Worker (Part-time)</b>	<b>Open Date:</b>	<b>November 29, 2017</b>
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**Position Objective: Do maintenance work for homeowners.**

**Major Duties & Responsibilities**

- Perform Duties in a courteous and pleasant manner
- Perform minor electrical repairs, i.e. switches and outlets, appliances, circuits
- Perform minor plumbing work I.e. fix faucets
- Perform damage repair; broken windows, screens and door knobs
- Perform Landscape maintenance and grounds work
- Perform other duties as assigned
- Complete and submit work orders
- On call duty

**Qualifications, Experience and education required:**

- Minimal experience in the construction or maintenance of building, electrical, carpentry, plumbing and mechanical trades of work. Roofing sheet rocking, tape and texturing and knowledge of furnaces repair
- High School graduate or GED
- Must possess a valid North Dakota Driver’s License
- Must be physically able to perform duties as assigned
- Must have a cell phone or home phone

<b>Job Role:</b>	Maintenance Worker	<b>Company Industry:</b>	Spirit Lake Tribe Housing
<b>Exempt/Non-exempt</b>	Non-Exempt	<b>Closing Date:</b>	December 13, 2017
<b>Employment Status:</b>	Part-time (20 hours) + On-call Evenings and Weeeknds	<b>Supervision</b>	Tribal Housing Director
<b>Monthly Salary Range:</b>	Salary Scale Range \$15.00 per hour + mileage	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	1	<b>Classification: Exempt/Non-exempt</b>	

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	slthr@spiritlakenation.com
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<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-766-1203 or 701-766-1215	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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