



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

Job Title:

Maintenance Worker

Open Date:

September 1, 2017

Position Objective: This position performs specialized duties in the maintenance and repair of the Spirit Lake Health Center (SLHC) buildings.

Major Duties & Responsibilities

- Performs carpentry work in the renovation, alteration, and maintenance of buildings, floors, roofs, partitions, doors, windows, and wooden fixtures; installs hardware on doors windows, and furniture; glazes windows and doors.
- Installs new plumbing equipment, fixtures and parts.
- Replaces lamps, ballasts, switches, receptacles, dimmers, etc.
- Repairs and installs plaster and sheetrock; paints interior and exterior surfaces.
- Removes snow and ice from sidewalks, stairs, ramps, and decks.
- Provides direction to contractors performing skilled maintenance and renovation duties.
- Diagnoses building maintenance and repair needs.
- Performs related duties.

Qualifications, Experience and education required:

- High School Diploma or GED
- Experience in the occupational field, sufficient to understand the major duties of the position, and to be able to answer questions and resolve problems.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Dakota with a clean driving record.
- Must be physically able to be on feet most of the day
- Knowledge of facilities maintenance principles and practices.
- Knowledge of plumbing and electrical maintenance principles.
- Knowledge of carpentry principles.
- Skill in planning.
- Skill in reading and interpreting maps and drawings and specifications.
- Skill in the use of hand and power tools.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in oral and written communication.

- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Must successfully pass a criminal and background check and a pre-employment drug screen.

Job Role:	Maintenance Worker	Company Industry:	Spirit Lake Tribe
		Closing Date:	September 15, 2017
Employment Status:	Full- time	Supervision:	Department Supervisor
Hourly Salary Range:	DOQ	Manages Others:	No
Number of Vacancies:	1		

Please Send Application to:

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

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to the 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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