



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

Job Title:	Maintenance Worker (Part-time)	Open Date:	April 5, 2018
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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

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

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	slthr@spiritlakenation.com
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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			
	<p>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.</p>		