



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
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Job Title:	Maintenance Worker	Open Date:	September 9, 2021
SLT Program:	Spirit Lake Health Center	Close Date:	September 23, 2021

Position Objective: This position performs specialized duties in the maintenance and repair of the Spirit Lake Health Center (SLHC) buildings and property. Work is performed and duties are carried out in accordance with established policies, procedures, and SLHC core values: VALUES.

Major Duties and Essential Functions:

- 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.
- Repairs or installs plumbing equipment, fixtures, calking 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 parking lot, roadways, driveways, sidewalks, stairs, ramps, and decks.
- Routine maintenance and general inspections as assigned.
- Routine maintenance of lawn care including mowing of grass and other lawn care needs.
- Provides direction to contractors performing skilled maintenance and renovation duties.
- Diagnoses building maintenance and repair needs.
- Grounds keeping maintenance and repairs. Ensure cleanliness of outdoor properties.
- Performs related duties.

Knowledge required at a level appropriate for this position:

- 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.
- Skill in operation of maintenance equipment including; riding lawn mower, weed eater/trimmer,

vehicle snow plow, snow blower, utility vehicle and attachments.

Supervisory Controls

The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

Guidelines

Guidelines include building codes, SLHC and department policies and procedures, and OSHA regulations, including any industry consensus standards. These guidelines are generally clear and specific, but may require some interpretation in application.

Complexity/Scope of Work

The work consists of related specialized duties. The variety of tasks to be performed contributes to the complexity of the work. The purpose of this position is to perform a variety of specialized duties in the maintenance of SLHC buildings. Successful performance in this position contributes to the efficient and effective maintenance of SLHC buildings.

Contacts

Contacts are typically with other employees, vendors, contractors, and the general public. Contacts are typically to give or exchange information, resolve problems, and provide services.

Physical Demands/Work Environment

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching or walking. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

This position requires operation of a motor vehicle.

Supervisory and Management Responsibility

None

Minimum Qualifications:

- High school diploma or equivalent.
- 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 successfully pass a criminal and background check and a pre-employment drug screen.

Job Location:	Spirit Lake Health Center	Company Industry:	Spirit Lake Health Center
Job Role:	Maintenance Worker		

Employment Status:	Full- time position	Supervision	SLHC Facilities/Maintenance Director
Salary Range:	DOQ	Manages Others:	no
Number of Vacancies:	1	Other:	
More detailed job description can be picked up in the Human Resource Department for this opening.			
Please Send Application to:			
Name:	Spirit Lake Tribe Human Resource Department	Email:	ndemarce@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college graduation/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.		