



Stockbridge-Munsee Community

Department of Human Resources
PO Box 70
Bowler, WI 54416

Telephone: (715)793-4375
FAX: (715)253-2432
Email: bev.miller@mohican-nsn.gov

Title:	Maintenance Worker	Posting Date:	1-7-22
Location:	Stockbridge Munsee Tribe	Closing Date:	1-14-22
Salary:	\$15.00 Negotiable Non Exempt	Pay Grade:	3
Reports to:	Facilities Manager	Department:	P&E
Negotiable w/ Experience			

Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a provide a positive team environment where everyone contributes.

General Responsibility:

The Maintenance Worker is responsible for the operation, inspection, and adjustment of vehicles and equipment for the Stockbridge-Munsee Community as well as lawn care, and snow removal. The Maintenance Worker will report directly to the Facilities Manager.

STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description.
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays
5. Must obtain and maintain Elder/Youth License as stated on job description
6. Must be COVID 19 fully vaccinated and remain up to date with required doses.

Duties:

1. Shovels snow (roofs, sidewalks, etc.) and plows (driveways) designated areas.
2. Landscaping – including but not limited to mowing, trimming, and raking lawns/yards for tribal building sites. Remove yard waste from tribal building sites.
3. Responsible for the requisition all supplies (may include picking up items).
4. Perform and log preventive maintenance on all P&E operated buildings including, but not limited to:
 - A. Electrical repair - light bulb changing, light switch installing and light fixture installation
 - B. Furnace maintenance – bleeding systems, starting, trouble shooting, filter changing
 - C. Air conditioner maintenance
 - D. Minor plumbing – cleaning up backed up toilets, snaking, repairing: sinks, faucets, tubs, washers, water heaters, sump pumps, soldering, PVC Repair, etc.
 - E. Building repair - drywall repairs, painting, door locks, preventive maintenance, heat tape roofs, carpentry, concrete slabs, building shelters, repairing roofs, door closures, building ramps, etc.
 - F. Generator maintenance
 - G. Small flooring projects.
 - H. Preparing foreclosing homes for resale.
 - I. Furniture – moving, setting up, disassembling, etc.
 - J. Appliance repair – refrigerators, stoves, washers, dryers, etc.
 - K. Inspect Fire extinguisher tags
5. Inspect and report needed building repairs and inform manager of all problems.
6. Prepare weekly vehicle mileage reports for submission to supervisor.
7. Transport P&E property to sites for “loaning” and/or transfer use. Ability to lift 100 pounds.
8. Cooperate and assist P&E and non-P&E operated tribal building employees with necessary repairs/maintenance. Work with outside vendors, contractors, inspectors, etc.



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9. Complete work orders as assigned. Including, but not limited to, moving equipment, building shelving, repairing fixtures, fabricating generator shelters, etc.
10. Assembling, removal and replacement of large office equipment.
11. Attend classes and training as assigned by Facilities Manager.
12. Must maintain an acceptable departmental attendance record.
13. Must be reliable and prompt when reporting to work.
14. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
15. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
16. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
17. 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.

Qualifications:

1. Must have a High School Diploma or G.E.D.
2. Must be courteous and friendly individual. Must be able to work with the general public in a professional manner. Must be able to work with a variety of people.
3. Must be able to follow verbal and written directions.
4. Must possess working knowledge of operation of a property system, vehicle maintenance, and inventory systems.
5. Two years mechanical experience preferred.
6. Must be able to work under stressful situations on daily basis.
7. Must be available to work weekends and holidays, if required. (Examples: snow removal duties, emergencies – furnaces going out, etc.)
8. Must have a proven work and attendance record.
9. Must be able to be bonded.
10. Prefer general maintenance experience and/or education.
11. Must be physically able to perform the job and maintain the departmental job performance level.
12. Must be able to lift 50 pounds.
13. Must obtain hazardous training and confined space training within one year.
14. Must submit to a Criminal Investigation Background Check.
15. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
16. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
17. Must abide by departmental and organizational safety, testing, and uniform guidelines.
18. Must be eligible for coverage under the employer's liability insurance.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to 50 pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.



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4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO: Human Resources
Stockbridge/Munsee Community
P.O Box 70
W12635 Cty A
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

New Position:
Revised Position:

Tribal Council Approved:
Tribal Council Approved: 4-17-01
Exec Dir HR Approved: 9-25-13
EDHR Approved:5-4-17