



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

POSITION DESCRIPTION

POSITION: Maintenance Supervisor
LOCATION: Div. Of Comm. Housing
SALARY: \$18.86 Negotiable Exempt

POSTING DATE: 10-25-22
CLOSING DATE: 11-1-22
PAYGRADE: 5

GENERAL RESPONSIBILITIES:

The Maintenance Manager will be responsible to supervise and train maintenance staff and chore workers as well as provide planning, estimating, inspections, and monitoring of new construction and rehabilitation of old construction projects for the Division of Community Housing. The Maintenance Manager works under the direct supervision of the Director of the Div. Of Comm. Housing (DCH).

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 an elder/youth license.
6. Must be COVID 19 fully vaccinated and remain up to date with required doses.

DUTIES:

1. Supervise and develop training programs for maintenance staff and chore workers to include approving time sheets, time off requests, employee evaluations, etc.
2. Responsible for the overall operation of the Maintenance Department and Chore Workers of the DCH to assure that units are maintained in a decent, safe, and sanitary condition.
3. Supervise the maintenance, repairs, and renovation of all units based on the inspection reports.
4. Must be readily available to the on-call staff including nights, weekends and holidays and may be required at times to be on the on-call person.
5. Assist the Director or their designee in projecting the annual needs for budgeting and carrying out an effective maintenance program.
6. Establish, maintain, and carry out an annual maintenance schedule for all units for repetitive procedures of work which include but are not limited to: smoke detectors, fire extinguishers, painting, routine maintenance of furnaces, seasonal yard clean up and other fire, safety, or sanitary issues.
7. Prioritize, design and follow a daily work schedule that is consistent with seasonal duties and responsibilities.
8. Required to become familiar with the Tribal policies and procedures in regards to bidding contracts. Required to create all bid documents, advertisements and RFP's associated with bids. Must maintain a bid history file so the selection process can be verified and audited.
9. Will report immediately to the Director any problems that may arise with a project, and have the ability to assess, assist, and recommend a resolution to problems.
10. Will be responsible to inspect and complete an annual inspection report on all apartments and homes owned and operated by DCH. This will include determining costs to repair, whose responsibility it is to pay for repairs, doing follow up inspections to determine if repairs are complete or action required. This includes move in, move out, Emergency Assistance Program, annual and interim inspections required.



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11. Will be responsible to assist with the approval of progress payments that are to be made to contractors, etc., based on inspections and reports of progress.
12. Responsible for purchasing and maintaining inventories of all assets.
13. Responsible for the managing and tracking the Elder Assistance and HIS Well and Septic programs.
14. Must maintain confidentiality of all matters in all departments.
15. Must maintain an acceptable departmental attendance record.
16. Must be reliable and prompt when reporting to work.
17. Required to attend job related in-service, meetings and training to maintain professional and technical knowledge.
18. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
19. 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 Director.

QUALIFICATIONS:

1. High School Diploma or G.E.D. is required.
2. Post-secondary training and/or experience in construction estimating, civil engineering, architectural drafting or building construction is preferred.
3. Experience in most phases of the construction trade including: carpentry, electrical wiring, plumbing, furnace and appliance repair and maintenance required.
4. Five (5) years' work experience as a contractor, project manager, or industry construction manager is required. Experience must exist to control a project's progress through its construction.
5. Must have at least 2 years of Supervisory experience.
6. Ability to read blueprints and comprehend specifications, excellent mathematical ability required.
7. Must have the ability to work well with the public.
8. Requires excellent oral and written communications and reporting skills. Testing will be required.
9. Must have knowledge and experience in using a computer and other office equipment. Testing will be required.
10. Experience with project cost estimating and scheduling required.
11. Licenses and certifications in the construction industry is preferred, as proof of knowledge and skills.
12. Knowledge of Wisconsin Building Code, Commercial and Residential is required. Knowledge of the Davis Bacon Act preferred.
13. Must have the ability to operate various maintenance equipment which could include but are not limited to: snowplow, riding and push lawn mower, snow blower, and the equipment required to complete renovations and repairs to units.
14. Must be highly organized, able to effectively plan, schedule in all areas.
15. Experience in inventory control of equipment, materials, and supplies.
16. Experience in maintaining a filing and record keeping system that is suitable of audit.
17. Must be self-motivated and able to work with minimal supervision.



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18. Must have the ability to communicate well both verbally and in writing and maintain a harmonious and cordial relationship with all tenants, staff, suppliers and especially the elder tenants.
19. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position prior to and during the course of employment with the Stockbridge-Munsee Community.
20. 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.
21. Must have a valid driver's license, reliable transportation, and insurance 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.
22. Must have demonstrated the ability to maintain a satisfactory working record in any prior or current employment.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) 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.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO:

Human Resource Department
P.O Box 70
N8705 Moh He Con Nuck Rd
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: 4/8/2021

Tribal Council Approved:
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