



BAD RIVER HOUSING AUTHORITY

P.O. BOX 57 • Odanah, Wisconsin 54861 • (715) 682-2271 • FAX (715) 682-6818

Job Title: Maintenance Mechanic I or II (DOQ)
Department: Bad River Housing Authority
Hourly Rate: \$14.00 - \$16.00
Full Time: 40 Hours/Week, M-F 8:00 am – 4:30 pm, (Rotating on-Call Weekends/Holidays)
Exempt: No/Hourly
Supervisor: Maintenance Director
Posting Date: In-House
Opens: July 10, 2024
Closes: July 16, 2024, at 4:30 pm
Posting Date: **Public**
Opens: **July 18, 2024**
Closes: **August 1, 2024, at 4:30 pm**

Summary: Responsible for performing a variety of building construction, rehabilitation, maintenance, custodial, groundskeeping, and related work to ensure BRHA maintains its properties in a safe, sanitary condition as well as meets all applicable Federal, State, Tribal OSHA standards and guidelines as well as compliance to all applicable BRHA policies and procedures.

Essential Duties and Responsibilities include the following. *Other duties may be assigned by the supervisor or Executive Director.*

- Performs minor general building repairs and preventative maintenance checks and audits consisting of door and window screen replacement, maintenance and/or repair/installation of air condition/HVAC units, painting, trim work, etc.
- Assists with building inspections, identifying and reporting problems such as hazards, and items for repair/replacement
- Proper documentation of work order completion for input into the work order system, including a true and accurate accounting of materials, used, hours spent, etc.
- Transports and installs furniture, appliances, and related equipment
- Cleans gutters, culverts, and drainage structures
- Assists with shop inventory management of tools, equipment, building materials, and overall shop assets
- Other duties as assigned

Custodial

- Cleans vacant units and prepares them for occupancy
- Cleans buildings, facilities, and common spaces as assigned, including sidewalk, yard, and parking areas
- Work to include but not limited to the following: sweeping, mopping, vacuuming, shampooing carpets, dusting; cleaning & sanitizing restrooms, drinking fountains, and sinks; cleaning windows, display cases, mirrors, maintaining signs, recycling & garbage removal; changing filters, belts on a pre-determined schedule; work on oil fan motors; inspect & replace/repair faucets, water lines, light switches.
- Stock buildings with janitorial and other related supplies
- Ground Keeping, perform grounds maintenance work including mowing, raking, trash/debris/snow removal

Knowledge/Skills/Abilities:

Working hands-on knowledge and use of basic equipment and methods used in building and groundwork. Must have some working/hands-on knowledge and use of methods and materials used in building construction and mechanical maintenance work. Skills and abilities required to operate equipment or perform repetitive processes with previous experience. Ability to work under almost continuous physical movements required of basic carpentry, painting, operating equipment, appliance handling, snow & ice removal, mowing, cleaning, and other light-duty labor. Ability to be reliable and to work safely and follow all policies and procedures related to working in a safe environment.

Abilities

- Ability to follow written & oral instructions possess effective communication skills, ability to define and iterate issues at hand
- Ability to maintain a good working relationship with tenants, the public, and other employees
- Ability to maintain strict confidentiality
- Ability to receive, track, and document assigned work orders
- Be reliable, and able to perform duties in a timely and safe manner
- Ability to participate in activities designed to improve and increase skills, including travel to training sessions and complete training programs

Knowledge

- Must be 21 years of age or older
- Possess a High School Diploma or GED
- Possesses a good understanding of carpentry and maintenance type of work. Experience in refrigeration, heating, mechanical, electrical, and/or plumbing work is preferable.
- Possess basic knowledge of methods and materials used in building construction, groundskeeping, and janitorial work.
- Strive to continuously build knowledge and skills, and share expertise with others

Skills

- Possess previous experience in a maintenance or similarly related position
- Have an aptitude for operating effectively under pressure and deadlines. Ability to manage several projects simultaneously, and multi-task.
- Work well in a team/partner environment. Actively participate in group problem-solving situations. Balance team and individual responsibilities. Exhibit objectivity and be open-minded to the needs and views of others. Must be open to give and receive feedback. Contribute to building a positive team spirit. Must be willing and able to build morale and group commitments to goals and objectives.
- Complete projects/assignments in a timely and economically efficient manner with little or no supervision.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Background Check:

This position is contingent on the required ability to pass a tribal background check. This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Work Environment:

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

REQUIRED DOCUMENTS TO APPLY

- Completed the Bad River Housing job application with a resume attached. List 3 references on the application with contact information including email addresses.
- Copy of educational transcripts, degree and/or certificates, licenses substantiating educational background, professional training, and endorsements.
- Completed, signed release of information forms:
 - BRHA form

- BRT form
- Drug Testing form
- Completed Bad River Tribe release of information to conduct a background check.
- Completed WI-DHS Form F-82064 – Background Information Disclosure.
- Copy of tribal identification card; or if your spouse is a tribal member, a copy of their tribal identification card.
- Copy of Wisconsin Driver's License.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedure Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

**Send Application and Resume To:
Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861
<http://www.badriver-nsn.gov>**

**Application material may also be emailed to:
HRmanager@badriver-nsn.gov
HRassistant@Badriver-nsn.gov**