



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> SENIOR CONSTRUCTION II		<b>JOB CODE:</b> SRCO
<b>GOVERNMENT EMPLOYEE</b>		<b>EEO:</b> 7
<b>NON EXEMPT</b>	<b>NO FLEX</b>	<b>PAY GRADE:</b> 11
<b>FUNDING SOURCE:</b> NPD		<b>HO-CHUNK PREFERENCE</b>

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

Responsible for maintaining and repairing rental units owned by the Ho-Chunk Nation.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Perform regular maintenance and repairs to all rental and elderly units. This will include, but is not limited to:
  - Remodeling, plumbing, carpentry or electrical projects according to assigned specifications.
  - Repairs, paints, or replaces building interior walls, trim, wood, brick, stone, and concrete.
  - Assists other departments with moving furniture and unloading and storing supplies.
  - Maintains and repairs buildings' plumbing and electrical systems, including but not limited to: replacing worn or defective parts such as switches, fuses, faucets and valves.
  - Repairs or replaces defective equipment parts, using hand tools and power tools.
  - Performs preparatory work for maintenance activities, including gathering equipment, materials, and supplies, loading and unloading materials and laying out materials and equipment for projects.
  - Maintains tools and machinery in good condition and use tools and equipment carefully as instructed.
  - Maintains accurate preventive maintenance records.
  - Shovel, clean, and remove snow and maintain upkeep of grounds in winter.
2. Follow procedures that ensure the security of inventory and assets such as tools, supplies, equipment, furniture, televisions, etc., replenishes supplies and inventory in a timely and efficient, manner, and minimizes waste.
3. Participates in property safety and preventative maintenance programs to ensure a safe, hazard free working environment.
4. Report all unsafe conditions or malfunctioning equipment to supervisor. Complete daily work reports regarding time, date, materials used, etc.
5. Maintain inventory supplies and order as needed/required.
6. Attend extensive training and in-service meetings.
7. Contribute to a team effort and accomplish related results as required.
8. Always practice excellent customer service skills.
9. Adhere to all Ho-Chunk Nation Personnel Policies and Procedures, Departmental Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
10. Maintain strict department security, confidentiality, and quality to meet professional standards of the Department.



**JOB RESPONSIBILITY**

Job Reports to	Residential Construction Supervisor
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with inside and outside customers
Freedom to Act	Subject to general input from supervisor

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. High School diploma or equivalent.
2. Additional education through a trade school or technical training school.

**ESSENTIAL:**

1. Must have a valid driver's license, dependable transportation, and proper insurance.

**EXPERIENCE:**

1. Minimum of three years' experience in residential construction.
2. Minimum of one-year experience in supervisor or foreman positions.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Comprehensive knowledge of new and remodel for residential construction.
2. Proficient in math skills needed for residential construction.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

**WORKING CONDITIONS**

1. Work will be both indoors and out in diverse conditions.
2. Any physical demands of the position should be listed on the Physical Demands Worksheet referenced.
  - a. Lifting minimum of 50 lbs.
  - b. Snow Plowing
  - c. Mowing
  - d. Sitting, Standing, Reaching, Climbing, Crouching
  - e. Working in all-weather types
  - f. Hard physical labor