



Ho-Chunk Nation

Job Description



TITLE: Tribal Aging Unit Maintenance Worker II		JOB CODE: TAUW
GOVERNMENT – EMPLOYEE		EEO: 8
Non-Exempt	No Flex	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

“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

“This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment.”

POSITION OVERVIEW

Under direct supervision of the Maintenance Supervisor, Tribal Aging Unit (TAU) Maintenance Worker II is responsible for the upkeep and repair of all of the Tribal Aging Units by maintaining the structure and interior of, as well as diagnosing and repairing Elders’ homes.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Perform general repairs to all TAU locations, including but not limited to: drywall repair, waxing floors, painting, tile repair, weatherization, and any other repairs to maintain building biweekly.
2. Perform general repairs to Elders’ homes located throughout the United States, to include but not limited to appliance repair, snow removal, building of ramps, minor plumbing, basic electrical, general labor and any other repairs that the Tribal Aging Unit authorizes daily.
3. Maintain and repair plumbing and electrical systems, including clearing clogged drains, installing motion lights and replace worn or defective parts bi-weekly.
4. Patch or replace plaster or drywall and paint walls and ceilings monthly.
5. Perform preventive maintenance, non-routine maintenance, daily cleaning of site and emergency work monthly.
6. Perform minor landscape maintenance and lawn care projects daily.
7. Provide work in compliance with tribal/state codes daily.
8. Demonstrate personal departmental pride in workmanship daily.
9. Must maintain confidentiality and common courtesy with fellow employees and the public daily.
10. Must be available on call for emergencies on a weekly basis.
11. Must complete and submit all work orders and receipts as required daily.
12. Must attend training sessions and meetings to maintain skills a minimum of once annually.
13. Assist with maintenance of TAU vehicles and maintain vehicle travel logs daily.
14. Perform other duties as assigned by supervisory staff as needed.
15. Submit daily logs, communication sheets, and monthly work order counts.

JOB RESPONSIBILITY

Job Reports to	Tribal Aging Unit Maintenance 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 regular review by supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. Must have high school diploma or equivalent.

ESSENTIAL:

1. Must maintain a valid Wisconsin driver's license and insurance.
2. Must have or acquire a CPR certificate.
3. Must promote a positive, non-abusive, healthy lifestyle.
4. Must adhere to all applicable confidentiality laws.

EXPERIENCE:

1. Must have two (2)-four (4) years' experience in home maintenance and repair.
2. Experience in safety, handling saws, hammers, and power tools related to job assignment.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Ability to assess needs and costs to make correct minor home repairs.
2. Ability to meet the physical demands of the position, such as heavy lifting, working on ladders, and standing or walking for extended periods of time.
3. Knowledge/ability in electrical, carpentry, plumbing, painting, and general repairs.
4. Must have ability to operate a snow plow and commercial lawn mower.

WORK PLACE RESPONSIBILITY

1. Maintain a safe, clean and organized work environment.
2. Must use proper PPE related to job assignment.
3. Attend appropriate trainings as directed by the department supervisor/director to ensure that assigned work be performed safely.

WORKING CONDITIONS

1. Must be willing to work in all types of weather conditions and be willing to travel to various locations as needed.
2. Conditions will vary outdoor heat and cold, cramped work areas, some night work, winter travel under varying road conditions.
3. Continuous lifting, carrying, pushing, and/or pulling, climbing and balancing, stooping, kneeling, crouching, crawling, walking and standing.
4. Must have ability to work nights and weekends as needed.