



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Maintenance Worker II		<b>JOB CODE:</b> MWR2	
Government - Employee		<b>EEO:</b> 8	<b>PAY GRADE:</b> 9
Non-Exempt	No Flex	<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**

Maintenance Worker is a position used for keeping the Ho-Chunk Nation facilities in an operationally safe and clean environment.

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

1. Facility cleanliness is performed on a daily basis at assigned facilities.
2. Internal and external trash is cleared on a daily basis.
3. By July 1<sup>st</sup> of each year develop, review and maintain a routine building check list for maintenance needs.
4. Assist in special projects, requests are completed on a case- by -case basis which is ongoing throughout the year, with a monthly report submitted to the supervisor.
5. Notify supervisor weekly inventory of supplies needed to complete tasks.
6. Perform daily internal and external seasonal duties.
7. Other duties as assigned relevant to the job description.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Develop and implement operating plan
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with all customers and employees of the Nation
Freedom to Act	Operates with minimal supervision

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION:**

1. Must have high school diploma or equivalent.

#### **EXPERIENCE:**

#### **ESSENTIAL:**

1. Must be 18 years of age or older.
2. Must have valid driver's license, liability insurance and dependable transportation.



**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. General knowledge in building, ground maintenance and other related projects.
2. Must be dependable and work effectively with little or no supervision.

**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. Must be willing to work in all types of weather conditions.
2. Must be able to lift up to 10 pounds, occasionally lift up to 50 pounds.
3. Seldom lift up to more than 100 pounds with assistance.
4. Must be able to stoop, kneel, reach, stretch, push, pull, bend, twist, lift and climb.
5. Position requires visual acuity, color perception and eye-hand coordination.
6. May be required to work weekends and evenings.