



Ho-Chunk Nation

Job Description



TITLE: Maintenance Worker 1-Judiciary		JOB CODE: MW1J	
GOVERNMENT-EMPLOYEE		EEO: 8	PAY GRADE: 7
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

POSITION OVERVIEW

Provide a clean and safe environment by maintenance of the grounds, offices, courtrooms, and building for public and judicial use.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Responsible for the keeping of grounds, and office building in clean and orderly condition daily, and in compliance with applicable safety regulations, such as cleaning snow and debris from sidewalks and entrances of building.
2. Perform essential housekeeping of building, on a daily, such as emptying trash containers, taking out garbage, keeping restrooms supplied and clean.
3. Maintain buildings daily, perform routine painting, lighting, plumbing, electrical wiring and related repairs.
4. Notifies supervisory personnel for purchase of supplies when making repairs a monthly basis.
5. Appropriately, documents all chemicals used within the judicial building on a quarterly basis.
6. Coordinate with HVAC maintenance department, to ensure that office temperature is controlled and maintain hot water heater for employees and visitors quarterly.
7. Move equipment when required, including but not limited to: setting up tables and chairs for meetings, which occur monthly or quarterly.
8. Perform other duties as assigned relevant to the position.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Ho-Chunk Nation Trial Court Employee Manual Implements Operating plans
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with inside and outside customers Interfaces with regulatory authorities
Freedom to Act	Subject to general input from supervisor Subject to regular view of supervisor



MINIMUM QUALIFICATIONS

EDUCATION:

1. Must have high school diploma or equivalent.

ESSENTIAL:

1. Must be dependable and work effectively with little or no supervision.
2. Must be professional, have outstanding telephone etiquette and a friendly, patient attitude when dealing with clients and the general public.
3. Must be able to pass a comprehensive background check. No felony convictions, no current open criminal cases or civil matters that would reflect negatively on the Judiciary Branch.
4. Valid driver's license, dependable transportation and proper insurance is required.

EXPERIENCE:

1. General knowledge in building, ground maintenance and other related fields.
2. Familiarity with Ho-Chunk laws.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Ability to work with public in a positive and objective manner and maintain utmost confidentiality.
2. Ability to work independently, exercise initiative.
3. Ability to multi-task and prioritize tasks as appropriate to the demands of the Judiciary.
4. Ability to communicate clearly, orally and in writing, with a variety of persons such as tribal citizens, tribal officials, judicial officers and attorneys.
5. Follow through on assigned tasks to completion.

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. Office setting, courtroom.
2. Outdoor weather conditions.
3. Fumes, toxic, or caustic chemicals.
4. Noise.
5. Occasional travel may be required.