

**NORTHERN CHEYENNE TRIBE  
TRIBAL BOARD OF HEALTH  
JOB ADVERTISEMENT  
2020**

**POSITION:** Facilities Technician

**SALARY:** \$14.00 – 14.56 per hr.

**DEPARTMENT:** Northern Cheyenne Tribal Board of Health

**ACCOUNTABLE TO:** Maintenance Worker

**CLASSIFICATION:** Regular Full-time, Covered, Non-exempt

**OPENING DATE:** 10/15/2020

**CLOSING DATE:** 10/29/2020 @ 4:00 PM

**How To Apply:**

1. Submit a completed N.C. Tribe application,
2. Resume'
3. Three (3) current (within 1 year) letters of recommendations (one must be past/present employer)
4. Tribal certification (if claiming Indian preference)
5. DD214 (if claiming Veteran's preference)
6. Must have a valid Driver's License
7. copies of credentials
8. High School or GED diploma

**Submit all documents to:**

**Northern Cheyenne Tribe, attention: Human Resources Office, P.O. Box 128, Little  
Wolf Capitol Building, Lame Deer, Mt. 59043**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**

**SUMMARY OF WORK:**

This position is responsible for assisting in maintaining a safe, clean, and sanitary environment for all of the Tribal Health Buildings, grounds, and work areas.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position **requires** a degree of physical condition, which **requires** lifting up to fifty (50) pounds. This position will **require** use of basic power tools, lawn implements, and other tools used for basic facility maintenance and repairs. This position **requires** understanding of computer network systems and hardware needed to maintain an effective internet.

**Personal Contacts:** The incumbent **works** with all Tribal Health staff, the Indian Health Facility staff and Tribal Maintenance personnel.

**Supervision Received:** General supervision received daily by the Maintenance Worker and the Director of Information Technology. The incumbent works independently on job tasks.

**Essential Functions:** The incumbent **must** assist in keeping the Tribal Health Buildings and grounds clean and safe for patients, staff and other visitors in all types of weather conditions. To keep the network up and running at all times.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

The grounds that the Tribal Health occupies must be kept clean and safe. The buildings that are used by the Tribal Health must also be kept clean, safe and maintained. Report and alerts appropriate personnel of security and safety hazards.

**JOB REQUIREMENTS:**

**Knowledge:** The incumbent **must** be knowledgeable in minor building repairs that involve electrical, carpentry, plumbing and painting. **Must** have knowledge of grounds keeping.

**Skills:** The incumbent **must** have basic skills in the use of hand tools and other power tools.

**Abilities:** The incumbent **must** have the ability to recognize various safety hazards that affect the safety and integrity of buildings, grounds and those areas that affect the safety and welfare of patients, staff and other visitors.

**JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be primarily upon performance of the preceding requirement and duties. Examples of job performance criteria include, but are not limited to the following:

- During inclement weather must keep walkways free of ice and snow.
- All restrooms will be cleaned and disinfected daily, more often if heavily used.
- Will be required to assist in inspections, repair and/or replace electrical outlets, switches and light fixtures.
- Will be required to assist in fixing dry wall and paint as required.
- Will be required to assist in inspecting, repairing and/or replacing plumbing fixtures.
- Will be required to assist in inspecting, repairing and/or replacing door and window fixtures.
- Will be required to assist in keeping grounds clean of trash, mowed and trimmed.
- Will be required to assist in carpet cleaning and hard floor maintenance.
- Will be required to assist Supply Clerk and others with the movement of furniture, supplies, and other items as necessary.
- Will be required to empty all wastebaskets and liners replaced daily in all offices.

- Will be required to effectively operate and maintain cleaning equipment.
- Monitors adequate supply of fuel (above 20%) for all propane tanks.
- Applicant must be able to lift over 50 lbs.

**EDUCATION AND EXPERIENCE:**

High school diploma or G.E.D. preferred.

Minimum of (2) years of maintenance experience

Must be able to work Flexible hours

Must have a landline or reliable cell phone for on-call assignments