

**NORTHERN CHEYENNE TRIBE
TRIBAL BOARD OF HEALTH**

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: July 28, 2022

CLOSING: August 11, 2022 at 4PM

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED

(applicant will be notified of any missing documents)

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.

Must have a Valid MT Driver's License and must be Insurable.

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