



Employee Job Description			
Position Title: Maple Plain Community Maintenance/Transportation			
Position ID #			
Facility: Maple Plain Community Center			
Job Family: Community Worker	Comp Grade: \$16.00	Status: FT	

Position Summary: Plan and coordinate transportation needs, light maintenance of community properties, well as interact with community members. This position coordinates resources to community members when special situations arise.

Essential Functions: Coordinate with community members to ensure that their basic needs are met. Ensuring that proper resources are available when elders or other community members are temporarily or permanently unable to care for their home or their yard.

Job Duties:

- Community transportation
- Light maintenance (outdoors & indoors).
- Seasonal community activities — Assist with set up and clean after event. examples include (not limited to): Christmas party and Halloween party.
- Practice safety measures
- General and Basic handyman duties.
- All and any other duties assigned by supervisor.
- Snow Removal (plowing, shoveling, roofs, etc)

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent’s immediate manager.

Supervisory Responsibilities: N/A

Directly Reporting to: Lead Community Worker/Admin Assist

Matrix of INDIRECT Reporting: Maple Plain Representative

Type of Supervisory Responsibilities: N/A

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

Physical Demands/Environment Factors:

OE-Typical Office Environment: (Accountant, Administrative Assistant, Consultant, Program Manager)

- Requires extensive standing and walking. (depending on activity)
- Maybe required to lift up to 50 pounds.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively.
- Require off-site travel.
- Must be willing to work nights and some weekends (Winter Hours on a as needed basis)

Minimum Qualifications

- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.

Preferred Qualifications:

- Proficiency level typically gained through a combination of high school diploma.
- Valid drivers license (good driving record to pass company insurance) and reliable transportation

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
-------	-----------------------	--------------------	------

Supervisor Printed Name	Supervisor Signature	Date
-------------------------	----------------------	------

*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.