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| Employee Job Description | | |
| Position Title: EDC Enterprise Maintenance Lead | | |
| Position ID # | | |
| Facility: St. Croix Tribal EDC Enterprises | | |
| Job Family: Maintenance | Comp Grade: | Status: Full-time |

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.

Position Summary: This position is responsible for housekeeping and maintenance for all St. Croix Tribal Economic Development Corporation Enterprises. These enterprises include Southwinds Plaza, Kid Central, Zhashagiins Event Center, STX Fireworks, and Maamigin Bead Store.

Essential Functions: Organizes and participates in the cleaning, maintenance, and repair of EDC Enterprises, adjacent walks and grounds, and equipment. Participates in general cleaning, painting, carpentry, and repair work as needed. Regularly inspects and monitors all building systems and equipment such as HVAC, construction, plumbing, electrical, kitchen, communications, and more. Maintenance Lead will recommend and seek out bidding for necessary repairs as well as coordinate the ordering of parts/equipment with EDC Board approval, handle emergency repairs, and track all future repairs or maintenance work the EDC Board should be aware of and plan for.

Responsibilities:

General Maintenance and Oversight

- Oversee maintenance for all EDC Enterprises.
- Coordinate with EDC Enterprise Directors/Managers to ensure maintenance tasks are completed satisfactorily.
- Handle minor repairs (carpentry, electrical, mechanical, plumbing) and emergency needs.
- Source bids and recommendations for major repairs (HVAC, electrical, construction, plumbing).
- Develop and manage a work order system across EDC Enterprises.
- Keep detailed records of maintenance tasks (daily, monthly, quarterly, annually).
- Maintain inventory of facility systems and equipment for upkeep and future upgrades.
- Collaborate with Zhashagiins Event Center on event setup, scheduling, and teardown.
- Ensure entrances, walkways, and parking lots are clear of snow and ice at all properties.
- Schedule, train, and supervise all maintenance personnel.
- Manage building systems safely and efficiently.

Custodial Responsibilities

- Vacuum and mop all office and common area floors.
- Clean restrooms, replenish supplies, and sanitize high-touch surfaces.
- Spot-check walls, windows, and clean mirrors, fixtures, and light fixtures.
- Remove trash, spot-clean chairs, and dust high surfaces.
- Wash and dust windowsills, vents, and complete regular high dusting.
- Shampoo carpets as needed.

Problem-Solving and Safety Compliance

- Apply effective problem-solving skills.
- Follow all safety policies and attend safety training.
- Maintain quality and safety standards.
- Regular travel may be required.
- Perform other assigned duties as needed.

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.

Type of Supervisory Responsibilities: N/A

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Directly Reporting to: St. Croix Tribal EDC Executive Director

Matrix of INDIRECT Reporting: St. Croix Tribal EDC Board

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:

- Requires extensive sitting with periodic standing and walking
- Physical exertion may be required such as climbing, lifting, pulling, and twisting
- May be required to lift up to 50+ pounds
- Needs adequate visual acuity, ability to grasp and handle objects
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone
- May require off-site travel

Minimum Qualifications

- Must have valid driver’s license and be insurable
- Proficiency level of education typically gained through a high school diploma or GED
- Requires skill in conflict resolution and team building
- Must have demonstrated ability to work collaboratively with all levels of employees and managers

- Needs commitment to timeliness and attention to detail
- Background check is required

Preferred Qualifications:

- Previous experience in building cleaning and maintenance work
- Experience with a Native American Tribal organization and/or not-for-profit agency desirable

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

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| EEPID | Employee Printed Name | Employee Signature | Date |
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| Supervisor Printed Name | Supervisor Signature | Date |
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.