



Employee Job Description		
Position Title: Community Maintenance and/or Handyman		
Position ID #		
Facility: Round Lake Tribal Government Facility & Community		
Job Family: Maintenance and/or Handyman	Hourly Rate: \$ 12	Status: FT

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 participating in community maintenance projects in the Round Lake area. The position has the responsibility of understanding the importance of community service, and especially leadership involving in being a handyman and/or maintenance personnel on behalf of the St. Croix Tribal Government.

Essential Functions:

Provide a positive and professional interaction with community members, supervisor, and co-workers. This position performs cleaning, maintenance, and repair of the building, adjacent walks and grounds, and equipment. Performs minor carpentry, painting, and plumbing maintenance work. Participates in general cleaning, painting, and repair work.

Daily Duties:

Outdoors:

- Grass Cutting
- Wood chopping, stacking, and delivery
- Exterior home maintenance
- Yard Maintenance

Indoors:

- Vacuum all floors in the offices, hallways, and waiting areas
- Sweep/mop all tile (hard) floors and hallways
- Spot check all walls and windows

- Clean all restrooms
- Replace supplies in restrooms
- Clean mirrors and fixtures and replace supplies as necessary in all restrooms
- Sanitize door knobs, common areas, tables, and countertops in every room daily
- Remove trash in offices daily
- Spot clean all chairs in general areas

Periodic Duties

- Clean and dust all light fixture through the facility
- Clean all ceiling vents throughout the facility
- Wash window sills and inside windows throughout the facility
- Complete high dusting of all offices throughout the facility
- Wash all windows, both exterior and interior
- Shampoo all carpets throughout the facility

Maintenance

- Assists with minor carpentry, electrical, mechanical and plumbing repairs
- Performs touch up and finish painting
- Replaces light bulbs
- Sets up and tears down chairs, tables and equipment in meeting rooms
- Clears snow and ice from entrances and walkways
- Picks up and delivers supplies and materials to offices
- Assists in moving and lifting facility materials
- Follows all applicable safety rules and procedures
- Any other duties assigned by supervisor

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: Community Coordinator

Matrix of INDIRECT Reporting: St. Croix Tribal Council

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
- May be required to lift up to 50 pounds
- Requires extreme weather conditions that include heat and below zero temperatures
- 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
- Must be willing to work nights and some Saturdays

Minimum Qualifications

- Requires skill in conflict resolution and being a team player
- Must have demonstrated ability to work collaboratively with all levels of community members, employees, and managers
- Needs commitment to timeliness and attention to detail

Preferred Qualifications:

- Previous experience in building cleaning and maintenance work
- Valid WI drivers licenses and must be insurable
- Experience with a Native American Tribal organization

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

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.