



The Three Affiliated Tribes Job Description

Position: Maintenance Lead

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Maintenance Supervisor DEPARTMENT: Maintenance Department SALARY: \$Negotiable CLASSIFICATION: Exempt	FLSA STATUS: FT Regular LOCATION: New Town, ND OPENING DATE: CLOSING DATE: Until Filled
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POSITION SUMMARY: Manage daily activities and work assignments. Manage all aspects of the physical buildings and grounds. Maximize Department productivity to meet Tribal objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. **Manage building property**
2. **Manage day to day duties**
3. **Conduct inspections of work activities**
4. **Assist with work activities as needed**
5. **Monitor inventories and make purchasing recommendations**
6. **Prepare shift reports and record keeping**
7. **Determining the types of equipment to be used in performing work, or materials needed.**
8. **Other duties as assigned**

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

REQUIREMENTS:

- Two (2) years HVAC, Carpentry, Plumbing and Electrical Systems experience
- One (1) year experience with managing one or more employees
- Continued on-the-job training
- Any position related training deemed necessary by Facilities manager
- Experience with Blood-borne Pathogens is preferred

MINIMUM QUALIFICATIONS AND EDUCATION:

- High School Diploma/ GED required
- Technical or Vocational Training in Maintenance preferred

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.



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Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested persons must submit the following information:

- * TAT Application
- * Copies of
 - Diplomas/Certificates and Transcripts
 - Driver License & Social Security Card
 - Indian or Veteran Preference documents (If applicable)

Submit all necessary information to the following addresses:

Three Affiliated Tribes/MHA Nation
Human Resource Department
404 Frontage Road
New Town, ND 58763
Ph# 701-627-4781
Fax# 701-627-2960

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