



# Bois Forte

TRIBAL GOVERNMENT

**Job Title:** Maintenance Technician  
**(2 positions)**

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**Department:** Planning & Community Development      **Location:** Nett Lake  
**Supervisor:** Facility Operations & Maintenance Manager      **Work Hours:** 8:00 a.m. – 4:30 p.m.  
Monday – Friday

**OPENING DATE:** February 10, 2015  
**CLOSING DATE:** February 17, 2015

**FLSA Classification:** Nonexempt  
**Salary Classification:** Depending on Qualifications  
N-04 (\$9.02 minimum - \$12.17 maximum)  
N-06 (\$11.75 minimum - \$15.84 maximum)  
N-08 (\$14.60 minimum - \$19.65 maximum)

**Supervisory Position:** NO  
**Driver's License:** YES

**Criminal History Required:** YES  
**Suitability Determination Required:** YES

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**Job Summary:** Incumbent will keep assigned buildings in clean and orderly condition by performing heavy cleaning duties. Any one position may not include all of the duties listed.

The Maintenance Technician is directly responsible for carrying out assignments given by the Supervisor and to represent their department in good faith and to maintain a clean, comfortable, and safe environment for both employees and customers/tenants.

Installs and maintains machinery, equipment, physical structures, and government and residential establishments, following specifications, manuals, using hand tools, power tools. Visually inspect and test machinery and equipment such as, but not limited to, vehicles and small engine equipment. Listens for unusual sounds from machines or equipment and discuss machine operation variations with Supervisor to diagnose machine or equipment.

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**Educational/Experience Requirement:** High school diploma or equivalent required. Demonstrated ability or relevant work experience may be substituted for education.

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**Qualifications:** The *Maintenance Technician I* must possess proficiency in one, two, or three of the following areas of responsibility:

- Carpentry
- Electrical
- Plumbing
- Equipment Maintenance/Operator
- Audio/visual equipment and lighting control

The ***Maintenance Technician II*** must possess proficiency in four, five, or six of the following areas of responsibility:

- Building Operations
- Carpentry
- Electrical
- Plumbing
- Equipment Maintenance/Operator
- Audio/visual equipment and lighting control

The ***Maintenance Technician III*** must possess proficiency in six, seven, eight or all of the following areas of responsibility:

- Building Operations/Boiler License
  - Carpentry
  - Electrical
  - HVAC/Pneumatics
  - Plumbing
  - Refrigeration
  - Water/Waste Water
  - Equipment Maintenance/Operator
  - Electronics
  - Possess a valid class B Minnesota's driver's license and be insurable under the RTC automobile insurance policy. Must work toward obtaining a class A Commercial driver's license (CDL).
1. Possess a valid Minnesota driver's license and insurable under the RTC Auto insurance policy.
  2. Must be willing to travel for necessary training.
  3. Must be responsible, self motivated and a team player. Ability to maintain effective working relationships with co-workers.
  4. Demonstrate punctual and reliable attendance in accordance with designated work schedule.
  5. Willing to work flexible hours.
  6. Willing to be on call 24 hours a day.
  7. Experience with wood chain saw and log splitter.

***\*For a full Job Description, please see Human Resources\****

**PRE-EMPLOYMENT DRUG TESTING APPLIES.**

**INDIAN PREFERENCE WILL APPLY.**

**UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS.**

**Submit application to: Human Resources Director, Miranda Lilya, 5344 Lakeshore Drive, Nett Lake, MN 55772. Please visit our website at [www.boisforte.com](http://www.boisforte.com) to download an application.**