



The Three Affiliated Tribes **Job Description**

MAINTENANCE

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Director DEPARTMENT: Maintenance SALARY: \$15/hr CLASSIFICATION: Non-Exempt	FLSA STATUS: <i>FT-Regular</i> LOCATION: New Town or Bismarck OPENING DATE: CLOSING DATE:
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POSITION SUMMARY: The Housekeeper is responsible for performing the daily cleaning of all offices, bathrooms, hallways, meeting rooms, waxing floors, vacuum and shampoo the carpet areas and cleaning windows.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs routine custodial tasks to include sweeping, dusting, mopping floors, operates floor buffer, vacuum cleaner and rug cleaner.
2. Cleans and disinfects restrooms, empties waste from receptacles, washes windows (inside & out)
3. Polishes and dusts furniture in lobby areas and conference rooms, empties wastebaskets daily, vacuums carpets.
4. Assists in snow removal in parking lots and on sidewalks during winter months, responsible for upkeep of lawns, trees and shrubbery during summer months.
5. Performs additional custodial duties as assigned.
6. The incumbent receives specific instructions for each new task, and for many assignments, the work is frequently spot-checked during progress and completion.
7. For some work no continuing supervision is needed or practical, (e.g., tasks such as picking up all wastepaper and trash in a large area, repetitively opening and emptying a large number of cardboard boxes.
8. Must be able to work with limited supervision.
9. Incumbent must be reliable, punctual and in good physical condition.
- 10. And other duties as assign**

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

SUPERVISORY REQUIREMENTS:

- The requirement for managing others does not exist.

KNOWLEDGE:

- Knowledge of lawn mowers and power tools.

SKILLS:

- Manual skills and dexterity to run lawn mowers and small power tools, and to use hand tools such as hatchets, saws, tampers, rakes, and shovels.



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ABILITIES:

- Ability to understand and follow simple oral instructions.
- Ability to follow written schedules and check lists.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High School Diploma or GED Equivalent is **PREFERRED, BUT NOT REQUIRED.**
- Valid State driver's license. **REQUIRED.**

WORKING CONDITIONS:

- Work may be inside or outdoors but is usually not subject to adverse weather.
- Indoors the incumbent may be exposed to drafts, noise, dust, dirt, and at times may be required to wear a mask or other protective clothing and equipment.
- May be required to stand for long periods on concrete floors.
- Tools, equipment, and heavy objects involved may present risk of serious injury such as broken bones, severe cuts, strained back, bruises and scrapes.
- Light to moderate physical effort is required.
- Frequently lifts and carries light to medium weight objects, (10-100.lbs), frequently dragging posts and pushing carts requiring similar effort, continually walking, bending, stooping and reaching, and occasionally lifting and carrying heavy objects weighing up to approximately 145 lbs.

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.

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.



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All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____