
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

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JOB DESCRIPTION

POSITION: Tribal Maintenance Laborer
DEPARTMENT: Maintenance
SUPERVISOR: Maintenance Supervisor
LOCATION: Lac Vieux Desert Tribal Operations
EMPLOYMENT: Seasonal – Part Time
SALARY/PAY RATE: \$14.00-\$16.50/Hour

DESCRIPTION:

The Lac Vieux Desert Band of Lake Superior Chippewa Indians (“LVD”) is seeking a Maintenance Laborer to perform routine maintenance duties including rough carpentry, painting, and basic equipment of facility repairs and snow removal.

RESPONSIBILITIES:

- Reports to the Maintenance Supervisor to receive daily assignments.
- Uses tools and supplies from Maintenance Area.
- Responds to maintenance requests promptly and trouble shoots repairs needed.
- Performs simple carpentry tasks, such as installing shelves, hooks, wall repair.
- Changes light bulbs, replace fixtures, and does similar minor electrical tasks.
- Opens clogged drain, fixes leaks, and performs other simple plumbing jobs.
- Does touch-up painting and repaints rooms as required.
- Assists in outside ground maintenance as needed.
- Assist with loading or unloading trucks and moving furniture when needed.
- Awareness of safety hazards and applicable safety precautions required with tools being used and area work is performed in.
- Maintains tools and maintenance equipment in working order and keeps maintenance area in neat condition.

- Sufficient manual dexterity to operate tools and machinery.
- Sufficient physical agility to work from ladders or on roof if necessary.
- Ability to work in cold conditions, for snow removal.

MINIMUM QUALIFICATIONS:

- Must be a steady, reliable worker.
- Must be able to read simple instructions and follow simple diagrams.
- Must be able to perform tasks independently after being given instructions.
- Must have general knowledge of equipment used in mechanical, electrical and construction repair techniques.
- Ability to lift up to 50 pounds frequently in carrying out duties.
- Must be willing to work outside as directed.
- Must be able to work nights, weekends, and holidays (if weather requires for snow removal).

PREFERENCE FOR HIRING:

Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:

- **Enrolled LVD Tribal Member**
- **Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members**
- **Other Native Americans**
- **All Others**

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Date Approved by the Tribal Council: September 13, 2022

Sign_____ **Date**_____