

**TUNICA-BILOXI TRIBE OF LOUISIANA
MEMORANDUM**

Job Announcement

DATE: March 21, 2024
FROM: Human Resources Department
RE: General Maintenance Worker

The Human Resources Department is currently taking applications for a full-time General Maintenance Worker. The attached position announcement must be posted seven (7) full days. **Applicants wishing to apply** should visit the Tunica-Biloxi website at www.tunicabiloxi.org and click on 'Government' located on the top of the page, scroll down to Departments, then Human Resources. This position should be posted internally until, March 28, 2024 at 4.00 p.m.

Date and hour posted: _____: _____. m.

Date and hour removed: _____: _____. m.

Attachment: job ad



JOB DESCRIPTION

Job Title: General Maintenance Worker	Department: Maintenance
Employment Status: Full Time	
Classification: Non-Exempt	Salary: \$15.00-\$18.00
Supervisory Status: Non-Supervisory	Revision Date:

SUMMARY OF FUNCTIONS

The General Maintenance worker is responsible for the overall maintenance of the Tribal grounds and property.

Essential Functions:

- Perform preventive maintenance on tools and equipment, including inspection and cleaning.
- Perform routine repairs to commercial and residential properties.
- Be able to work special events on weekends as necessary.
- Operate both heavy and light equipment including but not limited to truck and trailer, saws, drills, sanders, ladders, etc.
- Troubleshoot and perform repairs on buildings and facilities including not limited to residential housing and housing units.
- Assist in inspecting and or monitoring energy management systems and emergency equipment to ensure operating conditions of the facility are at appropriate conditions.
- Completing work orders with written response on how the request was resolved.
- Inspection of buildings, equipment, and systems periodically to identify any issues.
- Develop and implement preventative maintenance procedures.
- Performs general maintenance tasks, as assigned.
- Performs other related job duties as assigned.

Competencies:

- Must display proficiency in one or more of the following categories: landscaping, heavy equipment operating, mechanics, carpentry and finishing skills, equipment and or general building maintenance, and plumbing.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- High School diploma or GED required;
- Must have a minimum of 4 years of verifiable experience in a specialized trade, i.e. heavy equipment operation, carpentry, or mechanics
- Verifiable knowledge and skills in a specialized field.

Certificates and Licenses:

- Must possess a valid Louisiana driver's license
- Must be able to pass a criminal background check

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines

Physical Demands:

- Must be able to lift or move heavy objects up to 50lbs.
- Must be able to stand and work as long as 8 hours in different positions; occasionally crawl, stoop and work in awkward positions
- Must be able to work outdoors and endure extreme weather conditions
- Individuals in this position will serve on the Emergency management response team as well as work on a scheduled time on-call which may include irregular hours.

Disclaimer:

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS.

Proof of tribal citizenship is required to be deemed preference eligible.

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

This document does not create an employment contract, implied or otherwise; employment in this job is an "at will" employment relationship.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica-Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- Tribal employment application that is complete and provides all information requested;
- Cover letter explaining your qualifications and experience relevant to the functions of this position; and
- Personal resume identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE). Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES:

To apply for this position, interested candidates must submit their completed application, or cover letter and resume on or before the closing date to:

Tunica-Biloxi Tribe of Louisiana
Attn: Human Resources
P.O. Box 1589
Marksville, La. 71351
HR@tunica.org