

**MIAMI NATION
JOB ANNOUNCEMENT**

POSITION TITLE: MAINTENANCE
STATUS: FULL-TIME
CLASSIFICATION: NON-EXEMPT

DATES OF POSTING PERIOD: MARCH 21, 2019 – MARCH 28, 2019

POSITION SUMMARY: This position is under the direct supervision of the Maintenance Supervisor and the indirect supervision of the Infrastructure Officer. This position will be located in the Miami Nation Tribal Complex.

MAJOR JOB FUNCTIONS:

- Performs a variety of maintenance tasks at tribal facilities such as carpentry, plumbing, janitorial, painting, etc. as directed
- Performs landscaping duties such as mowing, trimming, flower bed maintenance as directed
- Performs preventative maintenance duties at tribal facilities as required
- Makes repairs as needed to tribal facilities and equipment

OTHER JOB FUNCTIONS:

- Provides emergency and/or unscheduled repairs at tribal facilities as required
- Maintains floors, walls, furniture and restrooms of tribal facilities as directed
- Other duties as assigned

This position includes, but is not limited to the job functions listed above.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent with some work experience
- Previous experience operating and servicing lawn tractors and trimming equipment
- Previous experience operating hand held tools and power tools common to the duties and tasks of the position
- Must have excellent oral communication skills
- Must possess high integrity regarding confidential and sensitive information
- Must have the ability to work unsupervised while meeting deadlines
- Must adhere to safety procedures at all times
- May be required to work beyond normal working hours and/or a flexible schedule
- Must successfully pass criminal background investigation
- Must possess a valid driver's license and be insurable
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

PHYSICAL REQUIREMENTS:

- Moderate amount of heavy physical labor
- Must be able to lift and carry a minimum of 75 pounds
- Duties will be performed inside and outside in all weather conditions
- Must utilize safety equipment at all times, when applicable

DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy.