



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 * Fax: (715) 478-5275

www.sokaogonchippewa.com



Position: Maintenance Worker – SCC Housing Department
Salary: Commensurate with Education/Experience
Hours: Full-time – 40 hours
Reports to: Housing Director

POSITION DESCRIPTION:

The Maintenance Worker is responsible for the day-to-day duties assigned by the Housing Director and Assistant Housing Director. These duties must be completed and documented. Assignments may include but are not limited to: heating; plumbing; lighting; appliance inspection and repair; sump pumps; walls; floors; chimneys; propane, oil and wood furnaces; electrical; roofs; and yards.

DUTIES AND RESPONSIBILITIES:

- Tracks all supplies and equipment including: tools, appliances, lumber, doors, windows, etc.
- Conducts move-in, move-out, and yearly home inspections.
- Records and schedules repairs from inspections.
- Ensures quality craftsmanship and materials.
- Completes all work orders as assigned in a timely and professional manner.
- Removes snow as needed.
- Maintains daily and monthly logs and reports.
- Completes all other duties assigned.

QUALIFICATIONS:

- High School diploma or equivalent required.
- Must have knowledge of heating, plumbing, electrical, carpentry, painting, and cleaning.
- **Valid driver's license and be insurable.**
- Willing to accept on-call hours.
- Able to lift over 50 lbs.
- Able to perform all tasks related to but not limited to: heating; plumbing; lighting; appliance inspection and repair, sump pumps, walls, floors, chimneys, propane, oil and wood furnaces, electrical, roofs, and yards.
- Able to follow verbal and written instructions.
- Knowledge of materials and equipment used in buildings and grounds maintenance
- Willing to attend classes, seminars, and trainings related to HUD programs and other housing related topics that enhance the SCC Housing Department.
- Possess an understanding and demonstrate sensitivity of Native American Culture.
- Able to interact with customers, tenants, co-workers, and management in a courteous and professional manner.
- Awareness of all safety rules and regulations.

Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-ewe-meing-gun-a-sepii



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Pre-employment/random drug tests and a background check will be required for this position.
Native American preference is granted according to PL 93-638

Submit completed applications and resumes to:

Kimberlee A. Soldier, Interim HR Director

3051 Sand Lake Road

Crandon WI 54520

(715) 478-7663

Email: hr@scc-nsn.gov

Posting Date: July 19, 2022

Closing Date: Until Filled

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